



Safeguarding Sub-Committee

Terms of Reference

- CHAIR:** To be appointed at the first full Governors' meeting in October.
- MEMBERSHIP:** The full Governing Body shall establish the Safeguarding Sub-Committee comprising at least 3 Governors.
- IN ATTENDANCE:** The Principal of JCG and the Head Teacher of JCGP will be entitled to attend any meeting of Safeguarding Sub-Committee but will not be entitled to vote thereat. The Principal of JCG and the Head Teacher of JCGP will be entitled to nominate a member of staff to attend in their absence.
- Any person may be invited by the Safeguarding Sub-Committee to attend a meeting to provide expert information/advice as required from time to time. For the avoidance of doubt, any such attendee will not be entitled to vote at the meeting.
- TERM OF OFFICE:** One year.
- CLERK:** The full Governing Body shall appoint a member of staff of the College to act as the clerk of the Safeguarding Sub-Committee.
- The role of the clerk is to arrange sub-committee meetings by written notice, circulate the agenda, prepare minutes of such meetings and draft recommendations for decision by the full Governing Body. For the avoidance of doubt, the clerk will not have any voting rights.
- QUORUM:** 2 Governors.
- MEETINGS:** The Safeguarding Sub-Committee shall meet at least once every term before the full Governors' meetings held in December, March, May & July and at such other times as the Chair of the Safeguarding Sub-Committee decides.
- As far as practicable, meetings will be scheduled in advance for the full academic year.
- Any Governor may request additional meetings of the Safeguarding Sub-Committee through the Chairman of such sub-committee and these will be organised by the Clerk.

Unless otherwise agreed, written notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed shall be forwarded by the clerk to each member of the Safeguarding Sub-Committee, the Principal of JCG, the Head Teacher of JCGP and any other person invited by the Safeguarding Sub-Committee to attend.

MAIN PURPOSE:

The function of the Safeguarding Sub-Committee is to consider matters relating to Health and Safety, child protection, student welfare/pastoral care, data protection and IT.

DUTIES:

The duties of the Safeguarding Sub-Committee are as follows:

Health and Safety

1. to agree and monitor a policy (Health and Safety policy) which meets any provisions determined by the States to ensure health, safety and welfare of students, staff and others;
- 2. to agree and review the Food Safety and Accident Reporting policies;**
3. to assist the Principal of JCG and the Head Teacher of JCGP in the implementation of the Health and Safety Policy; and
4. to receive reports in relation to Health and Safety issues.

Child Protection

1. to agree and monitor the Child Protection Policies and Counter Bullying Policy (2011).

Student Welfare/Pastoral Care

1. to agree and monitor the Attendance Policy, **the Safeguarding and Police involvement in School and Missing Items/Lost Property policies;**
2. to approve a clear policy (Improving Behaviour Policy) on the standards of behaviour that are expected of students, how to provide these standards and how to tackle unacceptable behaviour;
3. to agree and review the Home School Agreement;
4. to receive report of any suspensions and exclusions of students, ensure that they are in accordance with the Education (Jersey) Law (Article 36(2)) and to determine any appeals made in respect of the same; and
5. to monitor the pastoral care of students and review any policies in relation thereto.

I.T.

1. to review and monitor policies and initiatives relating to I.T./technology, including the Digital Safeguarding policy.

Data Protection

1. to ensure compliance with directives from the States of Jersey relating to data protection.

General

1. to periodically review the Terms of Reference for the Safeguarding Sub-Committee.