

# SSCP Safeguarding in Education Subgroup Terms of Reference (ToR)



## Membership

The Group (2022-2024) will comprise of:

- DSL representatives from secondary schools, primary schools, independent schools and special schools, including academies
- Southampton City Council (SCC) Education School Improvement team
- SCC Early Years team
- SCC Local Area Designated Officer (LADO)
- SCC Education Welfare Service (EWO) and training representative
- SCC Inclusion Service representative
- Southampton Safeguarding Partnership Team (SSCP) representative
- Hampshire and IOW Constabulary Education representative
- Children's Social Care representative
- Integrated Care System (ICS) representative
- Solent NHS Trust 0-19 Service
- Education Governor representative

The group will invite/co-opt other relevant professionals and the voice of children and families to assist with group activity as appropriate. Members represent their sector / group of their educational establishment/organisations and must ensure an effective flow of information between the group and their colleagues through agreed networks and communications.

## Quoracy

Members are expected to attend all scheduled meetings. Deputies may attend under exceptional circumstances; this should be no more than two meetings per year and must be agreed with the chair. The meeting will not be quorate if more than three membership groups are not present.

## Purpose

The overarching purpose of the group is to safeguard and promote the welfare of children across educational establishments in line with the statutory duty under section 11 of the Children Act (2004).

The SSCP Safeguarding Education Subgroup has been established to enable Southampton school appointed DSL representatives to meet to fulfil their responsibilities to keep children safe within Southampton and contribute to work

across Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) and in relevant partnership groups, providing assurance to the SSCP.

## Remit

1. To provide a forum for thematic discussion of focussed aspects of child protection and safeguarding relating to educational establishments across the city.
2. To monitor existing, develop and review new, relevant safeguarding guidance together with Local Authority (LA) School Improvement Officers (SIOs) and disseminate information accordingly through existing networks and where required new formats or groups.
3. To consider Southampton Safeguarding Children's Partnership (SSCP) and HIPS decisions and recommendations relating to educational establishments and to assure SSCP that they are implemented through a co-ordinated education response.
4. To monitor compliance with S175/S157 Education Act 2002 and 'Keeping children safe in education: for schools and colleges' (2020) by providing guidance, audit tools and advice where required.
5. Contribute to the work of the SCCP within education settings through themes and actions within the partnership plans.
6. Contribute to an annual education report to the SSCP board informed by the knowledge of practice, process, review outcomes and evaluation of audit tools and other relevant aspects such as training.
7. To authorise decisions of the partnership that are delegated to the group (e.g., review and approval of SSCP policies and procedures).
8. To support the SSCP and LA officers in ensuring that there is appropriate discussion and dissemination of lessons emerging from case reviews, audits and best practice and to ensure required actions are completed, reviewed and monitored for impact.
9. To review local, regional and national guidance relevant to educational establishments in relation to child protection and safeguarding and to make recommendations to the group as appropriate.
10. To identify and address concerns in relation to the delivery of services and/or interagency working within the educational sector.
11. To bring a current DSL practice perspective to the group to ensure that training plans and workshops reflect practitioner needs or themes to address.

## Accountability

1. To be a formal representative group for safeguarding in education in Southampton.
2. To be represented on SSCP's Main Board through agreed education representation.
3. Individual educational establishments retain responsibility for meeting their own relevant statutory duties and responsibilities.

## Administration Arrangements

- The group will meet on a termly basis.
- Administration of the group will be undertaken by the SSCP.

- The SSCP Partnership Team will support the Chair in developing agendas, which will be circulated one week in advance of the meeting.
- Draft minutes will be provided to the group within two weeks of the meeting taking place to check for accuracy or omission.
- All members will receive copies of the agreed minutes, as will the lead for education.
- Membership of the group and its terms of reference will be reviewed at least annually.
- The subgroup will be chaired by the education representative of the SSCP.

## **Risk**

The SSCP Safeguarding in Education subgroup will ensure that in circumstances where a deliverable is at risk of not being met, this will be reviewed in light of the delivery plan and added to the relevant risk register with mitigation plans and in good time.

## **Confidentiality, Information Sharing and Agreements**

All agendas, reports, other documents and all proceedings of the SSCP Safeguarding in Education subgroup shall be treated as confidential unless an alternative decision is sought from and agreed by the information owner.

Any decision to accept representational membership or an alternative will be made by the SSCP Safeguarding in Education subgroup Chair, and in that event, any organisational attendees will be required to adhere to these confidentiality principles.