

## **CENTURION MULTI ACADEMY TRUST**

Board of Trustees

### **EDUCATION, INCLUSION & SAFEGUARDING COMMITTEE**

#### **Terms of Reference**

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#### **1. The role of the committee**

The Board is responsible for facilitating a Trust approach to safeguarding and ensuring high quality education and standards. CMAT delegates oversight of this responsibility to the Education and Safeguarding committee and link safeguarding Trustee.

The purpose of the Education and Safeguarding committee is to provide support for the ELT for all safeguarding matters, and ensure that all policies, procedures and training requirements are effective, acting in line with guidance and relevant legislation.

Education and Safeguarding committee updates will remain a standard agenda item at each meeting of the Trust Board.

#### **2. Membership and quorum**

The committee will be appointed by the Trust Board.

The Chair of the committee will be elected from the membership of the Trust Board on an annual basis during the first Autumn meeting of the academic year. The chair must not be the CEO.

The minimum number of Trustees on the committee will be three.

The Trustee with oversight responsibility for the Trust's safeguarding arrangements will be a member of the committee.

The quorum for the committee will be three.

Only appointed members of the committee will have the right to vote on any matters.

The committee may appoint non-voting members who are able to provide advice to the committee – any non-voting members will be approved by the Trust Board.

#### **3. Term of office**

The committee will be appointed annually by the Trust Board.

Members of the committee will hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the Trust Board – whichever occurs first.

#### **4. Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, and at least once per term.

The Chair of the committee, or any two committee members, will only call unscheduled meetings where necessary, and only as long as appropriate notice of at least seven days

is given to other members. A shorter notice will only be given where the Chair of the committee decides a particular safeguarding issue requires addressing immediately.

The frequency and dates for committee meetings will be decided before the first Autumn term of the academic year.

The committee may invite non-members to meetings to assist or advise on a particular matter. These attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the Chair will have the deciding vote. Each member of the committee that is present at the meeting will be entitled to one vote.

A register of attendance will be kept for each meeting, and this will be published on the Trust website.

## **5. Roles and responsibilities**

The function of the committee is to advise the rest of the Trust Board on matters relating to education, standards and safeguarding, and must operate within the Trust scheme of delegation and is authorised by the Board to:

### **Policies, documents and procedures**

<b>Reference number</b>	<b>Duty description</b>
<b>1</b>	To ensure all policies, procedures and training requirements act in line with statutory guidance, relevant legislation, and locally agreed multi-agency arrangements and procedures, including guidance set out by the local safeguarding partners.
<b>2</b>	To ensure the Trust's safeguarding policies and procedures are transparent, clear and easy to understand.
<b>3</b>	To consider recent regulatory safeguarding changes and ensure that all policies, procedures and documents reflect these.
<b>4</b>	To review the implementation of the Child Protection and Safeguarding processes, and school safeguarding policies, ensuring procedures are in line with government guidance, references any locally agreed multi-agency arrangements put in place by the safeguarding partners, including policies as reflected in part 2 of KCSIE, is publicly available via the school's website or other means, and is reviewed and updated at least annually.
<b>5</b>	To ensure that Child Protection and Safeguarding Policies include procedures relating to child-on-child abuse.

<b>6</b>	To evaluate evidence for training, reporting incidents, complaints, and multi-agency working.
<b>7</b>	To monitor the effectiveness and impact of current safeguarding arrangements, ensuring they address the issues outlined in relevant guidance and legislation.
<b>8</b>	To confirm that the necessary measures have been taken to ensure all staff and pupils are aware of and understand the Trust and school's safeguarding policies and procedures, including the procedure to report abuse.
<b>9</b>	To ensure that all necessary safeguarding information is published on the Trust and school websites.
<b>10</b>	To ensure that procedures are followed in instances of allegations of abuse against staff.
<b>11</b>	To ensure procedures are in place for continuous vigilance in relation to safeguarding at the Trust and its schools.
<b>13</b>	To ensure the Trust risk assessment processes assess safeguarding practices, including those in relation to online safety.
<b>14</b>	To consider Trust and school site security in relation to safeguarding.
<b>15</b>	To ensure any safeguarding action plan(s) contributes to the Trust improvement development plan.
<b>16</b>	To ensure the Trust operates a robust system for recording and monitoring of safeguarding.

### Responsibilities for Safeguarding

<b>Reference number</b>	<b>Duty description</b>
<b>1</b>	To ensure that everyone working in the Trust understands their safeguarding responsibilities and that staff have read and understood the requirements of Keeping Children Safe in Education.
<b>3</b>	To ensure DSLs has the appropriate status and authority within schools to carry out the duties of the post.
<b>4</b>	To ensure all staff members undergo child protection and safeguarding training (including online safety) and receive regular refresher training and child protection and safeguarding updates (including online safety) as required, but at least annually.

<b>5</b>	To ensure the DSL, and any appointed deputies, undergoes child protection and safeguarding training (including online safety) that is updated every two years in line with 'Keeping children safe in education' (KCSIE).
<b>6</b>	To ensure the DSL, and any appointed deputy DSL, undergoes regular Prevent awareness training.
<b>7</b>	To ensure that safeguarding training is integrated, aligned and considered as part of the whole-Trust safeguarding approach and wider staff training and curriculum planning.
<b>10</b>	To ensure the Trust and its schools contribute to multi-agency working.
<b>11</b>	To ensure the Trust works in partnership with parents and provides information regarding the Trust and schools safeguarding policies and procedures.

### Safer Recruitment and Safeguarding Checks

<b>Reference number</b>	<b>Duty description</b>
<b>1</b>	To ensure that all relevant recruitment, selection and pre-employment checks have been conducted for all teaching and support staff, temporary staff, governors, trustees and volunteers in accordance with KCSIE.
<b>2</b>	To ensure that all of the above are formally applied to all staff members' and volunteers' induction programmes.
<b>3</b>	To ensure that each school maintains an SCR, and that this is up-to-date and accurate.
<b>4</b>	To ensure all staff members, including temporary staff, governors, trustees and volunteers, have been subjected to the appropriate level of DBS checks.
<b>5</b>	To ensure that the legal reporting duties on employers are met, i.e. referring cases to the Teaching Regulations Agency (TRA) where required.
<b>6</b>	To ensure that those involved with recruitment and the employment of staff to work with children have received the appropriate safer recruitment training.

## Reporting

Reference number	Duty description
1	To ensure the findings from the review of the Child Protection and Safeguarding Policies are reported to the Academy Education Boards as required, but at least annually.
2	To report the findings from the review of site security to the appropriate committee and Trust Board.
4	To receive and review attendance data and reports.
5	To receive and review suspension and exclusion data.

## Education & Curriculum

Reference number	Duty description
1	To ensure pupils are taught about safeguarding, including online safety.
2	To ensure it is recognised in the safeguarding curriculum that a one size fits all approach may not be appropriate for all pupils and ensuring teaching about safeguarding is tailored based on pupils' needs, e.g. a more personalised or contextualised approach for vulnerable pupils, victims of abuse and some pupils with SEND.
3	To monitor the standards and progress of pupils attending the Trust.
4	Using attainment and achievement data provided by Executive leaders to evaluate the impact of teaching and learning on the levels of attainment.
5	Monitoring the progress of pupils in the Trust academies and reporting this information back to the Trust Board.
6	Analysing performance trends across the Trust and against LA and national trends.
7	Mapping performance and progress data against set national standards.
8	Ensuring academy leaders construct a curriculum that is ambitious and designed to give all pupils, particularly the most disadvantaged and those with SEND or high needs, the knowledge and cultural capital they need to succeed in life.

<b>9</b>	Ensuring the Trust curriculum is broad, balanced and effective, using a variety of different sources, e.g. curriculum mapping, attainment data and information from other schools regarding the effectiveness of the curriculum, in order to improve it.
<b>10</b>	Having knowledge of the educational needs of pupils across the Trust and monitoring pupil performance data of specific groups of pupils, e.g. pupils with SEND.
<b>11</b>	Understanding the targets that have been set within the trust and challenging any areas for concern or underperformance against these targets and any other expectations.
<b>12</b>	Reviewing relevant Trust policies relating to standards, e.g. behaviour, assessment and attendance policies, and recommending amendments to the trust board.
<b>13</b>	Reviewing all policies relating to curriculum and assessment, including the RSHE Policy, including recommendations, where necessary, about content and delivery.
<b>14</b>	Ensuring that there are effective procedures in place across the Trust in relation to pupil support, attendance and behaviour management and rewards.
<b>15</b>	Remaining informed on the attendance rate of the Trust academies and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding pupils missing education, e.g. through persistent absenteeism.
<b>16</b>	Monitoring how teachers and subject leaders use assessment, ensuring that it embeds and uses knowledge fluently or checks understanding and informs teaching, and that the limitations of assessment are understood and it is not used in a way that creates unnecessary burdens for staff or pupils.
<b>17</b>	Obtaining progress reports from Trust academies of post-Ofsted action plans and other formal evaluation reports related to the quality and effectiveness of learning within the Trust, in order to further inform and develop any improvement plans and strategies.
<b>18</b>	Ensuring that there are effective procedures in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust.
<b>19</b>	Ensuring the highest possible standards are set, achieved and maintained across the Trust.
<b>20</b>	Liaising with the finance committee to take an integrated approach to curriculum and financial planning, ensuring the best curriculum possible is planned for pupils and the Trust's educational priorities can be delivered with the funding available.

## **6. Monitoring and review**

These terms of reference will be reviewed on an annual basis by the Trust board; changes to these terms of reference will be distributed to all members of the committee.

Last review date: 9<sup>th</sup> October 2025