



**Kent Safeguarding Children**  
multi-agency partnership

# **KSCMP Education Safeguarding Group Terms of Reference**

**October 2023**

## **1. Purpose**

To facilitate communication across the education sector, on their statutory safeguarding duties, and compliance with KSCMP policies and procedures. Chaired by Sarah Costain, Deputy Headteacher at Five Acre Wood School, the Forum is pivotal in identifying strategic and practice issues from within schools, colleges, Early Years settings, and other educational establishments and making recommendation to the KSCMP.

## **2. Responsibilities**

- a) To identify and discuss strategic issues being raised by educational establishments and where required, make suitable recommendations to the KSCMP for action.
- b) To develop a work plan to carry out such work as directed by the Partnership.
- c) To report annually on the Forum's work plan and contribute to the production of the Partnership's annual report.
- d) To enable representatives from educational establishments to link with the work of the KSCMP.
- e) To support the KSCMP in the way it responds to significant safeguarding issues in inspection reports and any concerns as a result of practice reviews.
- f) To feedback to the KSCMP on the implication of decisions and policy changes relating to safeguarding in education establishments.
- g) To provide an opportunity for educational establishments to identify and share best safeguarding practice and consider themes from Ofsted / Independent Schools Inspectorate reports / inspections.
- h) To refer to the KSCMP sub-groups where appropriate.
- i) Members of the Forum should share and disseminate information from the KSCMP meetings, Serious Case Reviews/Practice Reviews findings, and relevant guidance with their relevant education sector, in addition to representing the views of their sector.
- j) To monitor, review and disseminate information about policy and procedures in light of legislative changes, national and local developments in practice and Serious Case/Practice Reviews actions plans.
- k) To identify issues and risks within education settings and to highlight these to KSCMP.

## **3. Accountability**

- a) As there are too many educational establishments in Kent for all to be designated relevant agencies under Working Together 2018, this Group is to be a formal representative Forum of the KSCMP in recognition of this relevant agency status.

- b) Individual agencies retain responsibility for meeting their own particular statutory duties and responsibilities.
- c) The Chair of the Group will be a member of the KSCMP Scrutiny and Challenge Group.
- d) The Chair to provide a written report/update as required if there is a particular item that needs raising at the KSCMP Executive Board meetings or at other times as agreed by the KSCMP Executive Board.

#### **4. Membership**

The Forum will have a core membership drawn from the following:

- Education Safeguarding Service, KCC
- The Education People (Early Years)
- Primary, Secondary, Special, Independent Schools and Colleges (including DSLs that are not headteachers)
- KCC Children with Disabilities Team
- Kent Association of Headteachers
- Further Education
- KCC Integrated Children's Services
- Education Psychology
- KCC Libraries, Registration and Archives
- Early Years Settings
- Virtual School Kent
- PRUs, Inclusion and Attendance Service
- KCC SEN
- KCC Fair Access
- Elective Home Education Service
- KCC Prevent

Other members may be co-opted as required.

All members of the KSCMP Education Safeguarding subgroup are responsible for raising any issues which may affect their suitability in representing their sector or organisation. Where there are issues, these must be communicated to the KSCMP System Improvement Manager. The potential issues include, but are not limited to, safeguarding concerns being raised about them as an individual (for example if they come to the attention of the police or if an allegation is made against them) or if concerns are raised regarding safeguarding processes in the school/setting in which they work, for example following an Ofsted inspection. Any information will be treated in confidence unless there is a need to share more widely in order to safeguard children and promote their welfare.

## **5. Frequency of meetings**

The Forum will meet four times each year.

## **6. Administration Arrangements**

- a) Agree the agenda with the Chair two weeks before the meeting.
- b) Send out the agenda and supporting papers at least one week in advance of the meeting.
- c) Produce and send out an action log to members no later than one week after the meeting.
- d) Maintain an up-to-date list of members and their contact details.
- e) Organise and provide administrative support for any task and finish groups commissioned.
- f) Undertake research on behalf of the Forum to enrich and improve local processes and procedures.

## **7. Review**

The Chair will facilitate an annual review of these terms of reference, amending as necessary.