

Terms of Reference

Education Representative Forum

1. Purpose

To facilitate communication across the education sector, on their statutory safeguarding duties, and compliance with KSCMP policies and procedures. Chaired by Peggy Murphy, Headteacher of Five Acre Wood School, Maidstone, 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 adverse inspection reports and school involved in cases;
- 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 inspections;
- h) To refer to the KSCMP Sub-Groups/Representative Fora where appropriate;
- i) Members of the forum should share and disseminate information from 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 action plans.

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 forum to be a member of the KSCMP Scrutiny and Challenge Group.
- d) The chair to provide a written report/update at 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:

- The Education People (Education Safeguarding)
- Primary, Secondary and Special Schools
- 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

Other members may be co-opted as required.

5. Frequency of meetings

The forum will meet four times each year.

6. Business Support (provided by Staff Office to KCC Corporate Director Children, Young People and Education)

- 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.