Christ Church School, Hampstead
A village school in London inspiring *life in all its fullness*

Christ Church Primary School, Hampstead
Committee Terms of Reference

# Behaviour and Safety Committee

**Role and purpose of the committee**

To ensure the school provides a safe, healthy and suitable environment for pupils, staff and visitors at all times.
To ensure the behaviour of pupils is safe and respectful and that the school has provision in place so that all pupils feel safe.
To ensure the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding
To ensure that the school has good mechanisms in place to support good attendance and pupil well-being.
To ensure that staff and governor training in areas related to health and safety and safeguarding is up to date.

**Formalities**

The Behaviour and Safety Committee

- will meet at least three times per year
- operates with a quorum of three governors (which can include the head teacher)
- will produce an agenda and minutes for each meeting for circulation to the Governing Body

**Remit of the committee**

Health and Safety

- To advise the Governing Body on priorities, including those relating to Health and Safety, for the maintenance and development of the school's premises
- To ensure that statutory and LA health and safety guidelines are complemented by the school's health and safety policy
- To ensure that the school has an up-to-date and regularly-reviewed set of health and safety procedures and to ensure that staff and pupils are aware of and comply with their contents as appropriate
- To ensure that the health and safety policy contains rigorous and comprehensive systems for active monitoring (audits, inspections and risk assessments) and reactive monitoring (accident/incident investigations) and rectifying identified faults within the school; as well as systems for appropriate reporting of incidents or faults
- To ensure that there is adequate provision in staffing, facilities and resources to allow the school to meet its legal and moral obligations with respect to health, safety and welfare
- To scrutinise any external Health and Safety audits or reports, ensuring that appropriate action is taken to follow any recommendations and that a full external audit is undertaken at least every four years
- To oversee the termly Health and Safety trawl process carried out by the school, ensuring that appropriate action is taken as a result of any areas of concern

Safeguarding

- Ensure that the school has audited its safeguarding procedures against the latest Keeping Children Safe in Education document and LA/LDBS audit and statutory Single Central Record checklist, ensuring that an external audit of the school's safeguarding practices takes place at least every two years
- Ensure that appropriate Safeguarding policies and procedures are in place and statutory training has taken place including for Child Protection
- Monitor the impact of the Safeguarding policy
- Ensure that applicants/volunteers are vetted following appropriate procedures
- Ensure that the single central record list is accurate and updated regularly
- Confirm that a member of SLT is designated to take the lead on Safeguarding (as Designated Safeguarding Lead, DSL) and work with other agencies and that a deputy DSL is also designated
- Scrutinise the termly HT's safeguarding report (including information on concerns raised to the DSL and actions taken, analysis of child protection/CIN data, staff safeguarding training and induction) and report this to the FGB regularly

- Appoint a link Safeguarding Governor, who is trained to a higher level and who will ensure safeguarding is given the highest priority within both the committee and the Full Governing Body. This role to include an oversight check of the Single Central Record of staff vetting checks and an oversight of how the school meets the DfE Filtering and Monitoring standards.
- Appoint an Allergy Safety link governor.

Behaviour

- Review termly HT's report on behaviour including information on staff training, analysis of number of incidents and external support for pupils, families and staff and report on this to the FGB regularly
- Review the individual pupil behaviour tracking each term
- Review regularly school behaviour and anti-bullying and exclusion policies
- Monitor the impact of the above (including exclusion data) and agree any further actions

Attendance

- Review the school's policy on attendance
- Check that effective arrangements are in place for the identification and support of vulnerable pupils (including LAC and young carers) and strong partnerships with relevant agencies
- Check termly attendance/punctuality reports including reports on persistent absentees

To ensure there are practices in place to listen to pupil voice on the areas above and ensure that governors, leaders and staff respond appropriately to pupil views.

**Relevant policies, including**

- Health and Safety Policy
- Positive Behaviour and Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Physical contact with children
- Medical conditions
- Allergy Safety Policy
- Attendance Policy

**Date of agreement of these terms of reference**

– to be reviewed in first committee meeting of each academic year

Latest review and agreement 13.11.26