

Guardians Group Terms of Reference

The Trust remains deeply committed to raising standards and achievement for all children regardless of ethnicity, race, gender or religion.

Purpose

If children are to achieve academically, socially and emotionally to the best of their ability, it is essential that their basic needs for safety, protection and inclusion are successfully and confidently addressed. All children have a fundamental right to be protected from harm, attend school and have their specific individual needs met. The Guardians Group strives to raise awareness of child protection, early help, partnership working and promote high safeguarding/inclusion/attendance standards across school settings to ensure that all children in Transform Trust schools are kept safe, happy and successful, whilst adults working in schools are confident and supported.

The core function of the group is to provide support, guidance and challenge to schools to ensure that children are kept safe, attend, have equal access and their welfare promoted.

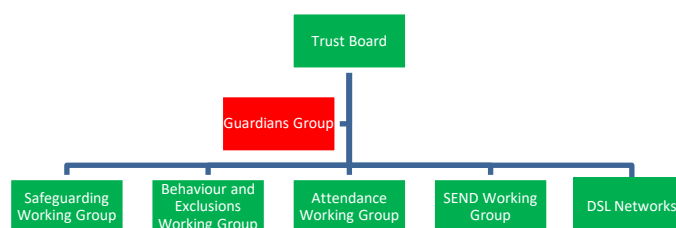
The work of the Guardians Group primarily focuses on supporting and challenging schools in all matters relating to safeguarding, attendance and inclusion.

This includes:

- provision of consultations and advice to school staff
- support for colleagues escalating cases
- challenge to schools who are causing concern and not meeting expected standards
- provision of exemplar documentation and some model policy frameworks
- provision of safeguarding, attendance and inclusion audits for schools
- at least termly network meetings for appropriate leads
- promotion of relevant training

Governance and Accountability

The overall responsibility for the safety and wellbeing of all pupils across the Trust lies with the Board of Directors and the Chief Executive Officer (CEO).



The Guardians' Group monitors each aspect of safety and wellbeing on behalf of the Board of Directors, applying appropriate support and advice to schools where concern is identified. Further, the Guardians' Group identifies opportunity for strategic development and best practice to ensure the safety and wellbeing of children remains high ensuring children's access to achievement is barrier-free.

The Guardians' Group comprises lead members across 4 areas but also monitors the work of other network groups:

Inclusion Steering Group	<ul style="list-style-type: none"> • Behaviour: fixed-term and permanent exclusion; as well as those at risk of exclusion. • School records: racist, homophobic, transgender, prevent, LADO, positive handling, E-Safety and any other incidents that the school feels appropriate to record. • Vulnerable pupils (LAC, PLAC, PFA, SpG, FE6, SEND, MENA)*
Safeguarding Steering Group	<ul style="list-style-type: none"> • Safeguarding policies • Safeguarding reviews/audits • Safeguarding action planning • Safeguarding in the curriculum • Strategy, consistency and best practice • Website/school resources
Attendance – Sharing and learning	<ul style="list-style-type: none"> • Policies and procedures • School strategies, consistency and best practice • Rewards and competitions • Vulnerable pupils including CMiE
SEND	<ul style="list-style-type: none"> • Policies and procedures • Network support • Training • School strategies, consistency and best practice • Website requirements
DSL Networks	<ul style="list-style-type: none"> • To learn and share practice • To ensure consistency in practice

- * LAC: Looked After Children PLAC: Previously Looked After Children (adopted)
- * PFA: Private Fostering Arrangement SpG: Special Guardianship
- * FE6: Pupil Premium Children SEND: Special Educational Needs and Disability
- * MENA: Multi Ethnic New Arrival

The CEO reserves the right to refer a specific matter to the Guardians' Group for investigation, clarification or action.

Compliance

It is important to ensure that all those involved in governance understand the legal frameworks and context in which the Trust operates and all of the requirements with it must comply. For the purpose of the Guardians Group, this includes:

- Duties relating to safeguarding, including the Prevent Duty; duties related to SEND; and duties related to information, including in the Data Protection Act 1998 and the Freedom of Information Act 2000;

- The Trust’s Whistleblowing Policy, including a separate safeguarding whistleblowing policy, and Procedures and any responsibilities of the Group within it;
- The importance of adhering to organization policies eg. Complaints or staff discipline issues;
- The responsibilities in regard to Equalities and Health & Safety legislation.

<p>Reference - Legislation:</p> <ul style="list-style-type: none"> • Education Act 2002, Section 29 and 2011 • The Children Act 1996, Section 404 • Children and Social Work Act 2017 • Health & Safety Act 1974 (Sections 2, 3 and 4) • Equalities Act 2010 Schedule 10 and 2011 (Specific Duties) • The Children and Families Act 2014, Sections 69, 100 • The School Staffing Regulations 2009, 2012 • The Data Protection Act 1998 • Education and Inspection Act 2006, Sections 88, 89 • Freedom of Information Act 2000, Section 19 • The Education (Pupil Registration) Regulations 2006, 2010, 2013 	<p>Reference – Statutory:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education 2016 • 0-25 SEND Code of Practice • Academies Financial Handbook 2017 • Early Years Foundation Stage • A Competency Framework for Governance, January 2017 	<p>Reference – Regulatory:</p> <ul style="list-style-type: none"> • School Inspection, Ofsted 2016
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Guardians Working Groups

It is the responsibility of the Chair of each Working Group to provide a written report on their work and findings to the CEO/Guardians Group prior to their meetings. Reporting dates are scheduled on the Forward Planner. Membership of the Working Groups form part of their individual Terms of Reference for each group.

Each of the working groups is led by a Headteacher from within the Trust.

Election of Chair

The Chair of this Group will come from within members of the Group and reviewed annually, but is expected to be the Executive Team’s Safeguarding Lead.

Frequency

The Guardians’ Group meets a minimum of 5 times during the academic year. There is a Forward Planner outlining all meeting dates of all the working groups feeding into the Guardians Group.

Minutes

All meetings are minuted and actions identified in response to perceived need or referral.

Communication

Minutes of the Guardians Group are confidential to the members of the Group and made available where necessary to the Board of Trustees. Minutes of the Steering and Working sub groups are shared with Headteachers within the Trust.

Membership

The Guardians Group has a membership including:

- The CEO of the Trust
- The Trust’s Exec Team Lead for Safeguarding
- Principal Designate of Transform Foundation School
- At least one Headteacher from a school within the Trust
- At least one Designated Safeguarding Lead from within the Trust
- Chairs from each of the Working Groups