

Safeguarding Review Group

Terms of Reference for Brooke Weston Trust

1. Constitution

- 1.1 The Brooke Weston Trust (the “Trust”) is governed by a Board of Directors (the “Directors” or “Trustees”) which is responsible for, and oversees, the management and administration of the Trust and its Academies.
- 1.2 As provided by Articles 100-104 of the Articles of Association, the Directors:
 - i. may appoint separate committees to be known as Local Governing Bodies for each Academy; and
 - ii. may establish any other committee
- 1.3 The Board of Directors of Brooke Weston Trust hereby resolves to establish a best practice ‘Review Group’ to support the Board in fulfilling its statutory duties. This is to be known as the “Safeguarding Review Group”.

2. Membership

- 2.1 The Committee shall be comprised of at least four members and a maximum of eight members, including the CEO of the Trust.
- 2.2 The members of the Safeguarding Review Group shall be appointed by the CEO. The CEO will advise the Board of the Review Group’s membership.
- 2.3 The Review Group’s current members are:
 - Heneage Stevenson (Chair), Board Director
 - Dave Sargent, Exploitation Strategy Co-ordinator for Peterborough and Cambridgeshire
 - Debbie Carrie, Lead Officer for Safeguarding in Education, Northamptonshire
 - Dr Andrew Campbell, CEO, Brooke Weston Trust
 - Claire Greaves, BWT Safeguarding Lead, Brooke Weston Trust (Adviser)
 - Sarah Fleming, Safeguarding Adviser, Brooke Weston Trust (Adviser)
 - Anne Hill, Executive Principal – Secondary, Brooke Weston Trust (Adviser)
 - Leyton Smith, Executive Principal – Primary, Brooke Weston Trust (Adviser)
- 2.4 Members of the Review Group may serve for a term of not more than four years, renewable only by the CEO at his discretion, with a recommended maximum of two four year terms.
- 2.5 The Review Group shall at the first meeting elect a member to act as the Chair of the Review Group. The Review Group will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.6 The Review Group may invite attendance at meetings from persons who are not members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.7 The Review Group will elect a Clerk who will take notes of meetings.

3. Remit and Responsibilities

- 3.1 The Committee shall be responsible for the matters set out below:

Governance: Terms of Reference**Overall purpose and responsibility**

- 3.1.1** To assist the Board of Directors and CEO to discharge their responsibilities under any relevant safeguarding legislation and responsibilities, monitoring and quality assuring the safeguarding practice of individual schools and the Trust as a whole.

Main Duties

- 3.1.2** To consider Brooke Weston Trust's policy on safeguarding and other related policies and periodically review these in the light of changes to legislation, guidance or established best practice for adoption by the Board of Directors.
- 3.1.3** To ensure that the necessary school management organisation is in place to implement the policy effectively, whilst creating a culture of safeguarding amongst staff and students.
- 3.1.4** To ensure implementation of the Trust's safeguarding policies, monitoring the effectiveness and impact of the policies and recommend and implement improvements where needed.
- 3.1.5** To provide advice, support and guidance for nominated Safeguarding Governors from each schools' governing bodies.
- 3.1.6** Undertake quality assurance and monitoring to ensure safeguarding procedures are being followed consistently across the Trust's schools.
- 3.1.7** To initiate improvements in BWT's working practices, systems and procedures to support effective safeguarding practice in schools' statutory and regulatory roles to protect young persons from potential or actual harm.
- 3.1.8** Identify, respond and escalate, as appropriate, organisational risk within BWT related to safeguarding. Ensure that safeguarding issues are considered and addressed at the appropriate level.
- 3.1.9** To ensure that appropriate data is collected about safeguarding children activity in a way that supports BWT's statutory and regulatory roles.
- 3.1.10** Raise the profile and awareness of the importance of safeguarding at all levels of the organisation, promoting proactive communications with key stakeholders to embed this culture.
- 3.1.11** To ensure that the training programmes (i.e. safer recruitment, safeguarding training, PREVENT, social media) are in place to enable BWT staff and governors to fulfil their duties and responsibilities in relation to safeguarding.
- 3.1.12** To ensure that constructive links have been maintained with relevant stakeholders and external agencies.

4. Proceedings

- 4.1** The Review Group will meet as often as is necessary to fulfil its responsibilities but at least three times a year, before the scheduled Board of Directors meetings.
- 4.2** The Clerk to the Review Group shall give written notice of each meeting and circulate an agenda and any other reports or papers, provided by the Chair and CEO, to be considered at the meeting. This will be circulated at least seven clear days in advance of each meeting.
- 4.3** Any two members may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. It shall be the responsibility of the Clerk to convene a meeting as soon as reasonably practicable.

Governance: Terms of Reference

- 4.4 A quorum shall consist of four members of the Review Group, plus the CEO.
- 4.5 Every matter to be decided at a meeting of the Review Group must be determined by a majority of the votes of the members present and voting on the matter.
- 4.6 Each member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.8 If a member is unable to attend a meeting where a vote is to be made, the member must appoint either the Chair or another member of the Committee as their proxy to vote in their name and on their behalf, confirming if they are voting for or against the proposal.
- 4.9 Any Member or Director of the Board may attend of the Safeguarding Review Group, provided that notice of attendance is provided to the clerk in advance.

5. Authority

- 5.1 The Review Group is authorised by the Trust Board to:
 - 5.1.1 obtain appropriate external legal and other professional advice in order to fulfill its responsibility to the Board of Directors
 - 5.1.2 carry on any activity authorised by these terms of reference; and
 - 5.1.3 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6. Reporting Procedures

- 6.1 Within 14 days of each meeting the Review Group will (together called the Review Group Reports):
 - produce and agree minutes of its meetings;
 - provide a summary document identifying (1) decisions made, (2) recommendations to the Trust Board, (3) items for information for the Trust Board and (4) items for further discussion by the Trust Board.
 - the Review Group Reports will be sent to all members of the Trust Board within 21 days of each meeting.
- 6.2 The Review Group shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.3 The Review Group shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.