

## Terms of Reference

### Education and Early Years Safeguarding Sub-group

#### 1.0 Role and Function of the Education and Early Years Safeguarding Sub-group

1.1 The Education and Early Years Safeguarding Sub-group will ensure that, in line with Section 175/157 of the Education Act 2002, children and young people aged between 0 -19 years within education settings in Solihull who require support and/or protection are identified, and action taken to meet their individual needs.

1.2 All education providers in Solihull are named as relevant agencies of the Solihull Safeguarding Children Partnership (SSCP) and these include all maintained schools (including maintained nursery schools), colleges; independent schools (including academies, free schools and alternative provision academies), non-maintained special schools, pupil referral units (PRUs), registered nurseries and pre-school settings.

1.3 The Sub-group will also engage as fully as possible with education settings where children and young people learn, but which are not named as relevant agencies such as; training providers and education-related services that support children and young people outside of these settings, and religious places of learning which are not registered by Ofsted as schools.

1.4 The Education and Early Years Safeguarding Sub-group will primarily reflect on activities within schools and early years settings and will highlight concerns, trends and examples of good practice to the Assurance and Review Group (ARG) for consideration.

#### **This will be achieved by:**

- Ensuring that all education settings have suitable policies and procedures in place to safeguard children and that these are in line with statutory guidance (*Keeping Children Safe in Education and Working Together to Safeguard Children*) and local multi-agency practice guidance;
- Ensuring engagement with the SSCP and promoting good communication and awareness amongst education, early years and training professionals regarding policies, procedures and local safeguarding children initiatives maintained and managed by the SSCP;
- Identifying trends and concerns in relation to the safeguarding children arrangements in Solihull and ensuring that these are highlighted to the Assurance and Review Group (ARG);
- Dissemination of learning from the Learning and Development Group (LDG) of the SSCP;

- Overseeing the annual Section 157/175 (Education Act 2002) safeguarding audit and monitoring aspects of safeguarding in educational relevant agencies;
- Monitoring the delivery and uptake of single agency training in order to target provision, aid policy decisions and ensure single agency training content is up-to-date;
- Undertaking work requested by the Assurance and Review Group (ARG) or by the SSCP Executive Group regarding safeguarding issues and reporting back progress made and any barriers to progress.

The Education and Early Years Safeguarding Sub-group will also implement the duty under sections 175 and 157 of the Education Act 2002 - 'Duties of Local Authorities and Governing Bodies in relation to welfare of children' by ensuring arrangements are in place to safeguard and promote the welfare of children in schools in Solihull and use these duties as a benchmark for agencies providing education and training for children and which are not covered by the Act.

## **2. Accountability**

2.1 The Education and Early Years Safeguarding Sub-group provides one of the mechanisms by which the three safeguarding partners engage directly with the education sector. It is accountable to the Assurance and Review Group (ARG) of the Solihull Safeguarding Children Partnership.

2.2 The Chair of the Education and Safeguarding Group is responsible for providing a highlight report to each ARG meeting which identifies any issues of concern from education providers in Solihull and/or examples of good safeguarding practice.

2.3 The Chair will also provide a highlight report the SSCP Executive covering progress on identified actions of pertinence to the education sector.

## **3. Role of chair/deputy chair**

3.1 The chair of the Education and early years Safeguarding Sub-group will be a Senior Education Improvement Officer for Solihull MBC.

3.2 A deputy chair will be identified from the group should the substantive chair be unavailable. If this absence is likely to be for a longer period, the Head of Outcomes and Intervention will identify an alternative chair.

3.3 The Chair will prepare for meetings and set agendas, consulting with the SSCP Business Manager as necessary to ensure that key issues are addressed.

3.4 The Chair will hold group members to account for attendance, engagement, and the delivery of specific tasks. Individual attendance issues will be reported by exception to the ARG.

3.5 The Chair will provide progress reports to the ARG on any commissioned activities and will identify any barriers to the timely delivery of these.

3.6 The Chair will always model appropriate behaviours and language.

#### **4. Role of group members**

4.1 Group members are responsible for both working on behalf of the Solihull Safeguarding Children Partnership to support its evaluation of the effectiveness of the local safeguarding children arrangements and the dissemination and implementation of learning across the education sector, and for holding their own organisations to account.

4.2 Group members to ensure they have the support of their line manager/organisation to fulfil the requirements of the role.

4.3 Group members will prepare for meetings and come ready to actively engage in discussions.

4.4 Group members will positively support with the completion of tasks between meetings as requested.

4.5 Group members will attend all meetings and, if they are unable to do so, will identify a suitable person from their agency to attend on their behalf.

4.6 Group members will be expected to respond in a timely way to communications between meetings.

4.7 Group members will always model appropriate behaviours and language.

#### **5. Involvement/participation of children, young people, and parents/carers**

5.1 The Education and Early Years Safeguarding Sub-group will actively consult with young people through appropriate channels as necessary. The group will also consider research in relation to young people and their needs relating to safeguarding.

5.2 All settings working with children and young people will consider their needs and aspirations when contributing to the work of the group.

5.3 The group will endeavour to actively consult parents. School representatives will consider consultation processes with their existing parent groups (such as School Parent Forums).

#### **6. Frequency of meetings**

Meetings will take place virtually each half-term.

#### **7. Administration**

7.1 Meetings will be administered by the administrator within the Education Business Support Team for vulnerable children.

7.2 The agenda and papers will be circulated at least five working days ahead of the meeting.

7.3 Minutes will be produced and circulated within two weeks of the meeting.

7.4 Copies will be shared with the SSCP business manager.

## **8. Membership**

Chair – Solihull Metropolitan Borough Council

- Two schools from each of the collaboratives attending the Group, one from a primary and one from a secondary school, where possible.
- Representation from the Catholic schools' MAC
- Special schools
- Two independent schools
- Early Years (via private nurseries or childminders)
- SWFT (School nurses)
- School governors
- Colleges or post-16 providers
- Bespoke training providers
- Pupil Referral Units
- Education Inclusion team
- Local Police representative from the Solihull Early Help Police team.
- Representation from Children's Services
- Any other places where children learn but which is not registered as a school e.g. Madrasahs, bespoke apprenticeships and Sunday Schools.

## **9. Quoracy**

Meetings will not be quorate unless there is representation from schools/early years settings, police and SMBC.

These are the arrangements for Sept 2023.  
They will be reviewed Sept 2024.