

Kirklees College Corporation

SAFEGUARDING COMMITTEE

Minutes of a meeting held at 16.00 on 12 March 2020 at the Huddersfield Centre HA05009

Present:	Mrs C George Ms M Gilluley Mr G Hetherington Mr J Royle	Member (Chair) Member (Executive) Member Member
Attendance:	4/5 = 80%	KPI 80% Quorum: 3
In Attendance:	Ms J Green Ms C Gonzalez-Eslava Mrs P Harrow Mr R Hillas Mr N Shaw	Clerk to the Corporation V Principal Curriculum, Performance & Innovation (to 16.30) Assistant Principal for Inclusion and Safeguarding Deputy DSL (Dewsbury) Deputy DSL (Huddersfield)

Item	Action/ Report Item
PRELIMINARY ITEMS	
0	WELCOME AND INTRODUCTIONS
i	Due notice had been given and a quorum was present. The chair declared the meeting open.
1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST
i	Apologies were received from Committee member Mr J Williams.
ii	All confirmed that, other than items previously disclosed and placed on record, they had no direct or indirect interest in any way in the business to be transacted at the meeting which they were required to disclose.
2	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING
i	<u>RESOLVED:</u> (i) To approve the minutes of 10 May 2019 as an accurate record. <u>Matters arising not on the Agenda</u>
ii	There were none to discuss. <u>Update on Agreed Actions</u>
iii	<u>Safeguarding Annual Report 2018-19</u> The report had been shared as requested.
STRATEGIC AND OPERATIONAL UPDATE	
3	DESIGNATED SAFEGUARDING LEAD REPORT
i	Mrs P Harrow Assistant Principal for Inclusion & Safeguarding (“PH”) set the scene, presenting a mid-year safeguarding activity report. There was discussion about a risk she had identified around maintaining appropriate staffing levels in the face of a growing caseload (both in complexity and volume), keeping up staff morale, and retaining key skills and experience. PH explained that the risk had been partially controlled for by recruiting safeguarding officers to support the Safeguarding Team, and some restructuring of roles would hopefully build in resilience.

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ii	<p>There was agreement that the increase in the overall number of referrals was concerning. 812 had been recorded by 6 March 2020, compared to 910 in the whole of 2018/19 and the College had admitted significantly higher numbers of learners with Child Protection or Child in Need Plans, which members speculated may be due to more rigorous assessment by the Local Authority following an unfavourable Ofsted. Mainly due to the introduction of more specific referral categories, referrals relating to child sexual exploitation were already nearly double the previous year's final outturn figure, while domestic violence incidents, child criminal exploitation and gang affiliation referrals had increased significantly. Onward referrals to Children's Social Care had doubled. PH emphasised the need to receive safeguarding information from schools and Members commented that this tied in with a project the Quality Task Group was undertaking around information sharing.</p>	
iii	<p>Action: Safeguarding caseload to be split into 'planned' (i.e. where the College was made aware of risks in advance and could plan to resource them) and 'unplanned' (where it was not, and could not) to better support funding bids.</p>	PH
iv	<p>It was noted that there had been one Local Area Designated Officer initial referral since September 2019; a Disclosure and Barring Service referral was made following investigation. The individual concerned was no longer employed by the College.</p>	
v	<p>PH highlighted the need for the College to comply with a Local Authority safeguarding audit requirement that the Single Central Record be checked by a Governor at least once annually, in addition to management's checks.</p>	
vi	<p>Action: Arrangements to be made via the College HR Team for Safeguarding Lead Governor Mr J Williams to check the Single Central Record.</p>	JG, PH, JW
vii	<p>There was discussion about the risks to vulnerable learners should the College close due to Coronavirus. PH said this would have a devastating effect on some learners. Mitigations were being put in place: Safeguarding Team members would be available by telephone and would continue to make onward referrals. A food bank collection was being organised, with a view to providing food and personal care packs to support students to avoid additional hardship.</p>	
viii	<p>Corporation report: The College Safeguarding Team continues to deal with high numbers of referrals, among them a large number of child sexual exploitation and child criminal exploitation and gang affiliation referrals, now more visible thanks to re-categorisation efforts. The volume and nature of the referrals reflect what we know of the external environment, including the numbers of learners with a Child in Need or Child Protection Plan in place. The Safeguarding Team is presenting a strong response but is managing a relatively high level of risk to morale and capacity. A particular risk is the impact of a possible College closure due to coronavirus. This would impact significantly on more vulnerable learners.</p>	Report Item 1
ix	<p>Corporation report: A former employee was referred to the Disclosure and Barring Service following action by the College. The outcome is not yet known but this is a positive indicator in terms of the Colleges procedures to manage concerns/allegations against staff that might indicate they would pose a risk of harm to children.</p>	Report Item 2
POLICY AND PROCEDURE		
4	SAFEGUARDING POLICY AND PROCEDURE	
i	<p>PH presented an amended version of the Safeguarding and Child Protection Policy (the "Policy"), based on Local Authority schools guidance. Her accompanying paper summarised the key updates, which the Committee endorsed.</p>	

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ii iii iv v	<p>It was suggested that the Policy might provide for certain interim amendments in response to legal, regulatory and statutory guidance changes and/or internal reorganisations, to be attended to by PH and reported to the Senior Leadership Team. This was agreed.</p> <p>A member suggested that the 'Useful Contacts' section of the Policy would soon get out of date and it was agreed that it should be removed from the Policy and information about sources of information and support would be provided elsewhere.</p> <p>Noting that the proposed changes were minor, the Committee agreed that they might be sent to the Corporation for approval by written resolution. Corporation Chair Mr G Hetherington agreed.</p> <p>Corporation report: One of the Corporation's safeguarding responsibilities is to ensure that there are appropriate policies and procedures in place which reflect the local criteria for action and the local protocol for assessment, in order for appropriate action to be taken in a timely manner to safeguard and promote the welfare of those under 18 and vulnerable adults. With regard to this duty, the Committee discussed proposed amendments to the College's Safeguarding and Child Protection Policy which reflect changes in the external environment, as well as some internal reorganisations. The Committee is satisfied that the Policy as amended reflects current legal and regulatory requirements and it recommends that the Corporation approve the amended version (incorporating the additional amendments the Committee discussed).</p>	Report Item 3
5 i ii	<p>KIRKLEES COLLEGE SAFEGUARDING GUIDANCE</p> <p>A full review of the College Safeguarding Guidance (the "Guidance") had been completed and updating had been done to reflect internal and external changes. PH said the Guidance would be turned into an e-document, which would be searchable via the College's staff intranet site KC Share. The Committee welcomed this approach but noted that it would take a few weeks to convert the document.</p> <p>Corporation report: The Committee received an assurance that the College's Safeguarding Guidance had been reviewed and brought up to date. Management's plans to convert it into an E-document will hopefully result in more effective dissemination of our key safeguarding messages.</p>	
6 i ii iii	<p>POLICY AND PROCEDURE MAINTENANCE SCHEDULE</p> <p>The Clerk highlighted the need for the Corporation, in consideration of its responsibilities around the effectiveness of the safeguarding policy framework, to obtain assurance in respect of the timely review and updating of relevant policies and procedures. The Committee noted that, while the policies/procedures which directly related to safeguarding were up to date, several policies that indirectly supported the safeguarding function were overdue for review. They included:</p> <ul style="list-style-type: none"> • the Staff Code of Conduct (covering acceptable use of technologies, staff/pupil relationships and communications including the use of social media); • the Freedom of Speech and Guest Speaker Code of Practice; and • the General Data Protection Policy; <p>The 'Social Networking Code of Practice' (last revised April 2012) and the 'Acceptable Use of IT Systems for Students and Staff' (last revised June 2018) each had no review date.</p> <p>Action: All outstanding policy/procedure reviews to be attended to as soon as reasonably practicable. All policy/procedure documents to have review dates.</p>	JG/SLT

Item		Action/ Report Item
iv	<p>Corporation Report: To support the Corporation in ensuring that there are appropriate policies and procedures in place to support effective safeguarding, in line with local and national requirements, the Committee monitored the updating of policies and procedures which support the safeguarding function. Although the policies and procedures which directly relate to safeguarding are up to date, several policies that indirectly support the safeguarding function (HR and IT policies) were overdue for review and the Committee has asked that this be attended to as soon as reasonably practicable.</p>	Report Item 4
MONITORING		
7	<p>TRAINING AND CPD: GOVERNORS, LINK GOVERNOR, STAFF, DSL</p>	
i	<p>PH introduced her report, highlighting the need to ensure that all staff and Governors complete appropriate safeguarding training. Members agreed that the level of compliance for ordinary College staff (Prevent: 95%, Safeguarding: 99%) was excellent. PH said those in specialist roles had completed relevant additional training.</p>	
ii	<p>Governor Safeguarding and Prevent training data was not collected and it was agreed that in future it should be so. The Clerk said she had known Ofsted inspectors ask to see Governor training records, as part of their assessment of safeguarding.</p>	
iii	<p>Action: The Clerk to ensure that all Governors have access to Safeguarding and Prevent training and are made aware of the mandatory nature of the training. Governor training to be discussed at the Search & Governance Committee meeting.</p>	JG
iv	<p>PH emphasised the importance of the Safeguarding Link Governor role, observing it was common for Ofsted inspectors to meet with college governors to evaluate how well they fulfilled their statutory duties with respect to safeguarding. She said a fairly robust interrogation of the Link Governor role would not be unusual. Her report listed the functions and responsibilities of the Safeguarding Link Governor and there was agreement that it would be helpful to put in place a role description.</p>	
v	<p>Action: A role description to be produced for the Safeguarding Link Governor for discussion at Search & Governance Committee.</p>	JG, SAG
vi	<p>Corporation report: The Committee received assurance that safeguarding and child protection training in the College was effective and compliant with the law.</p>	Report Item 5
8	<p>PREVENT REFERRALS</p>	
i	<p>Deputy Safeguarding Leads Mr R Hillas (“RH”) and Mr N Shaw (“NS”) presented their report. Members noted that there had been twelve Prevent referrals so far this year: four at Springfield and eight in Huddersfield. All concerned were male; eight were white British, two British Pakistani, one mixed race and one was undisclosed (the information had not been provided at enrolment). Five cases concerned right wing ideology, two international terrorism or Islamist, one Northern Irish, and the remaining four could not be categorised. Four were dealt with by the Kirklees Prevent Team.</p>	
ii	<p>A case study concerning a referral prompted by the racist behaviour of four College apprentices was shared. Members noted the facts of the case, commending both the College staff and the employers involved for their prompt and robust response.</p>	
iii	<p>Corporation report: In compliance with the College’s responsibilities arising from the Counter Terrorism and Security Act 2014 and the requirements of the national Prevent strategy, the College has made twelve Prevent referrals so far this year and four individuals have been referred to the Kirklees Prevent Team.</p>	Report Item 6

Item		Action/ Report Item
9	<p>ESAFE UPDATE</p> <p>i RH and NS presented a report on the effectiveness of the College's ESafe monitoring system. It had raised 276 alerts to date; around 100 fewer than at the same point last year. The most common was for suicidal intervention (63 instances) followed by weapons, drugs and extremism. The ESafe reports were categorised by risk level as red, amber or green. RH said the information the ESafe system provided was invaluable in terms of highlighting learners potentially requiring safeguarding intervention; it also helped to safeguard children from potentially harmful and inappropriate online material.</p> <p>ii Corporation report: The Committee received a report on the usefulness of the ESafe system, which monitors learners' online activity for indicators of risk, facilitating early intervention where safeguarding is needed.</p>	Report Item 7
10	<p>DATA PROTECTION COMPLIANCE</p> <p>i A report was received on the management of reported data breaches and the Committee agreed that it would be helpful to receive a contextual report in due course, describing the control framework for data protection and assurance.</p> <p>ii Action: The Committee to receive a report at its next meeting describing the control framework for data protection and assurance.</p>	JG
11	<p>LESSONS LEARNED</p> <p>i The Safeguarding Team shared details of control framework upgrades since the previous meeting, prompted by lessons learned in the course of business:</p> <ul style="list-style-type: none"> ➤ A review of ESafe reporting had enhanced the effectiveness of the monitoring system and the follow-up of concerns; ➤ A confidential section had been added to Promonitor; ➤ Installing CPOMS software (Child Protection Online Monitoring Services) would improve data recording and better facilitate information sharing by schools, to minimise delays in receiving critical information about new learners; ➤ To control for the risk of reoffending, a policy of seeking to put in place early interventions for learners who have been arrested and subsequently released. <p>ii Action: Vice Principal Curriculum, Performance & Innovation Ms C Gonzalez-Eslava to share with PH details of her work around improving information sharing with schools, as this.</p>	CGE, PH
GOVERNANCE AND ADMINISTRATION		
12	<p>COMMITTEE SELF ASSESSMENT</p> <p>i While emphasising that the richness of information flowing to the Committee should not diminish, members agreed that safeguarding compliance (in terms of what is expected of the College) should be monitored separated from the provision of learner support (above and beyond what is expected). The Principal Ms M Gilluley said this was already being discussed at the Quality, Performance & Standards Committee.</p> <p>ii The Clerk commented on the potential impact that a live and dynamic risk register could have on the Committee's effectiveness. She said the July 2019 strategic risk report scored Risk #17 "<i>Failure to follow agreed procedures leads to insufficient attention to Safeguarding and Prevent puts learners at risk</i>" as 12 against a target of 4, which the meeting agreed was not representative of the risk status. It was noted that the risk assessment and monitoring processes were inherited and under review.</p>	

Item		Action/ Report Item
13	COMMITTEE TERMS OF REFERENCE AND WORK SCHEDULE	
i	Corporation report: The amended Terms of Reference and Work Schedule are recommended for approval. The Committee will need to be flexible as to when it attends to Safeguarding and Child Protection policy reviews, as this is dependent on the timetable of the Local Authority.	Report Item 8
14	DATE OF NEXT MEETING	
i	This would likely be in November. The Clerk would confirm the date in due course.	
15	PUBLICATION OF AGENDA PAPERS	
i	<u>RESOLVED:</u> (i) All papers except for the 10 May 2019 minutes to be withheld from publication until the Corporation meeting on 13 December 2019.	

Items of Report for Corporation

#	Details	Minute
1.	The College Safeguarding Team continues to deal with high numbers of referrals, among them a large number of child sexual exploitation and child criminal exploitation and gang affiliation referrals, now more visible thanks to re-categorisation efforts. The volume and nature of the referrals reflect what we know of the external environment, including the numbers of learners with a Child in Need or Child Protection Plan in place. The Safeguarding Team is presenting a strong response but is managing a relatively high level of risk to morale and capacity. A particular risk is the impact of a possible College closure due to coronavirus. This would impact significantly on more vulnerable learners.	3viii
2.	A former employee was referred to the Disclosure and Barring Service following action by the College. The outcome is not yet known but this is a positive indicator in terms of the Colleges procedures to manage concerns/allegations against staff that might indicate they would pose a risk of harm to children.	3ix
3.	One of the Corporation's safeguarding responsibilities is to ensure that there are appropriate policies and procedures in place which reflect the local criteria for action and the local protocol for assessment, in order for appropriate action to be taken in a timely manner to safeguard and promote the welfare of those under 18 and vulnerable adults. With regard to this duty, the Committee discussed proposed amendments to the College's Safeguarding and Child Protection Policy which reflect changes in the external environment, as well as some internal reorganisations. The Committee is satisfied that the Policy as amended reflects current legal and regulatory requirements and it recommends that the Corporation approve the amended version (incorporating the additional amendments the Committee discussed).	4v
4.	To support the Corporation in ensuring that there are appropriate policies and procedures in place to support effective safeguarding, in line with local and national requirements, the Committee monitored the updating of policies and procedures which support the safeguarding function. Although the policies and procedures which directly relate to safeguarding are up to date, several policies that indirectly support the safeguarding function (HR and IT policies) were overdue for review and the Committee has asked that this be attended to as soon as reasonably practicable.	6iv
5.	The Committee received assurance that safeguarding and child protection training in the College was effective and compliant with the law.	7vi

6.	In compliance with the College's responsibilities arising from the Counter Terrorism and Security Act 2014 and the requirements of the national Prevent strategy, the College has made twelve Prevent referrals so far this year and four individuals have been referred to the Kirklees Prevent Team.	8iii
7.	The Committee received a report on the usefulness of the ESafe system, which monitors learners' online activity for indicators of risk, facilitating early intervention where safeguarding is needed.	9ii
8.	The amended Terms of Reference and Work Schedule are recommended for approval. The Committee will need to be flexible as to when it attends to Safeguarding and Child Protection policy reviews, as this is dependent on the timetable of the Local Authority.	13i