

Kirklees College Corporation

SAFEGUARDING COMMITTEE

Minutes of a meeting held at 11.00 on 8 March 2021 by Microsoft Teams videoconference

Present: Mrs C George Member (Chair)
 Mr G Hetherington Member
 Ms M Gilluley Member (Executive)
 Mr J Royle Member
 Mr J Williams Members

Attendance: 55 = 100% KPI 80% Quorum: 3

In attendance: Ms J Green Clerk to the Corporation
 Ms J Arechiga Vice Principal Curriculum
 Mrs P Harrow Assistant Principal for Inclusion and Safeguarding
 Mr R Hillas Deputy DSL (Dewsbury)
 Mr N Shaw Deputy DSL (Huddersfield)

Item		Action/ Report Item
PRELIMINARY ITEMS		
0	WELCOME AND INTRODUCTIONS	
i	The Clerk confirmed that due notice of the meeting had been given, the requirement for all persons participating to be able to communicate with one another was satisfied and the meeting, which had initiated from the Chair's home address, was quorate. The Chair welcomed everyone and declared the meeting open.	
1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	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	Action: To amend the minutes of 9 November 2020 to reflect Ms P Harrow ("PH")'s new job title.	JG
ii	<u>RESOLVED:</u> (i) Subject to Ms P Harrow's new job title: 'Assistant Principal Student Experience' being substituted for her previous one, to approve the minutes of 9 November 2020 as an accurate record.	
	<u>Matters arising not on the Agenda</u>	
iii	No matters were raised. <u>Update on Agreed Actions</u>	
iv	<u>Monitoring of the Single Central Record:</u> This was on the Agenda.	
v	<u>Control framework for data protection and assurance:</u> This was on the Agenda.	

Item	Action/ Report Item	
vi	<u>Amended version of Keeping Children Safe in Education to be uploaded to the governance portal in place of the old version:</u> This had been actioned.	
vii	<u>Adoption of the new version of the Safeguarding & Child Protection Policy to be proposed for Corporation approval by written resolution:</u> This had been actioned.	
viii	<u>Governors to receive a short summary of the Corporation’s responsibilities for safeguarding:</u> This had been actioned.	
ix	<u>Further comments on the safeguarding report by 4 December:</u> This had been actioned.	
BUSINESS OF THE MEETING		
3.0	DESIGNATED SAFEGUARDING LEAD REPORT	
i	PH said the College had submitted a formal contribution to a consultation on proposed changes to the Department for Education (“DfE”) statutory guidance <i>Keeping Children Safe in Education</i> . She outlined concerns that the College had raised, which included an objection to what seemed to be a significant broadening of the Designated Safeguarding Officer role to include promoting educational outcomes for children in need of, or who have needed, a social worker.	
ii	Committee Members expressed an interest in contributing to the consultation in a personal capacity and PH said, although it had formally closed on 4 March, the DfE could accept written representations until the end of the week.	
iii	Action: To share the key points from the College’s consultation submission with Committee members, together with the links to the consultation documents.	JG, PH
	<u>Mid-Year Safeguarding Update</u>	
iv	<p>PHa presented a mid-year safeguarding activity report and Members noted as follows:</p> <ul style="list-style-type: none"> ➤ The caseload had increased for another consecutive year, with 467 referrals to date, compared to 570 in the whole of the previous year. ➤ The service was seeing more 19+ learners, with slightly more males than females. ➤ Gaps in information were a cause for concern and PHa suspected high rates of underreporting. For example, there had been very few referrals at Taylor Hill and the service had been made aware of very few cases of homelessness or vulnerable missing persons. ➤ The eSafe¹ software, used to monitor words and phrases entered on College devices for risk markers, was returning fewer results due to the high number of learners using personal devices rather than College ones in lockdown. ➤ Mental health issues were the leading concern; there had been 13 serious suicide attempts during lockdown, a pattern repeated across the sector. The College had put in place a number of interventions. ➤ The Team was seeing a dramatic increase in addiction behaviours, in particular to gaming, as well as gambling and pornography. ➤ A sharp increase in violent crime was anticipated when the lockdown restrictions relaxed; in consultation with partners, the College was working on a response. ➤ PHa and her team had shown a strong commitment to continuing professional development, attending a range of training events and contributing to developing practice on the national stage, producing resources and speaking at events. 	

¹ eSafe monitors user behaviour in the digital environment and provides reports on incidents that are certified as ‘genuine’, rather than false positives, by a team of behaviour analysts.

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v	<p>Corporation report: The Committee received a monitoring report from Assistant Principal Student Experience Ms P Harrow. It identified yet another increase in safeguarding referrals, in particular 19+ learners and showed the balance of male and female learners tipping further towards males. While the ever increasing portfolio of referrals is concerning, the monitoring report provided good assurance that the expectations of Keeping Children Safe in Education continue to be met. The Committee discussed how staff training and guidance was delivered in College and monitored, as well as how safeguarding information was disseminated to staff, learners and parents. We took the opportunity to ask about record keeping and data processing and received an assurance that information sharing agreements were in place with key external partners. We also had sight of some operational data, which evidenced links to multiple agencies.</p>	Report Item 1
vi	<p>There was discussion about safeguarding training for Governors. The Clerk said new Governors were not required to attend staff induction days, due to the time commitment being potentially burdensome. There was strong agreement that, in order to be seen to be leading from the top on safeguarding compliance, the Corporation should commit to undertaking at least one group training session and, ideally, all Governors should complete a recognised online safeguarding training module and the HM Government e-learning on Prevent.</p>	
vii	<p>Action: To share links to online safeguarding and Prevent training with Governors.</p>	JG, PH
4.0	<p>LINK GOVERNOR REPORT ON ASSURANCE RECEIVED IN RESPECT OF THE SINGLE CENTRAL RECORD</p>	
i	<p>Corporation report: Ofsted expects schools and colleges to keep a <i>single central record</i> containing various checks related to anyone in contact with children. The Safeguarding Link Governor, who is required to periodically gain assurance that the record is maintained in accordance with the requirements set out in <i>Keeping Children Safe in Education</i>, had met with the Head of Human Resources to discuss the College's arrangements for securing and updating the record and told the Committee she was satisfied with the account she had been given of the processes in place to keep the record secure, correct and up to date.</p>	Report Item 2
5.0	<p>POLICY AND PROCEDURE MAINTENANCE SCHEDULE</p>	
i	<p>The Clerk shared the schedule, reminding Members that its purpose was to identify the status of each policy and procedure document the College was required to maintain in compliance with <i>Keeping Children Safe in Education</i>, the Prevent Duty, data protection legislation and the statutory guidance <i>Working Together to Safeguard Children</i> as part of its internal control framework.</p>	
ii	<p>Corporation report: The Committee reviewed the policy and procedure schedule. Although the overall picture had improved since the last update, there were still some secondary policy and procedure documents (secondary to the main Safeguarding Policy and staff guidance) requiring re-approval, potentially with amendments. The Committee will continue to monitor the position.</p>	Report Item 3
6.0	<p>PREVENT REFERRALS</p>	
i	<p>Deputy DSL (Huddersfield) Mr N Shaw ("NS") reminded Members that the aim of Prevent was to prevent people being drawn into terrorist activity. He said, where the College considered someone vulnerable, a Prevent referral was made and the case would then be assessed for suitability for discussion at the Kirklees 'Channel' panel. So far in 2020/21, eight referrals (one female and seven male) had been made, compared to 14 in the whole of 2019/20. Of the eight, two had been referred to the</p>	

Item		Action/ Report Item
ii	Kirklees Prevent Hub ² for intervention work and one was being monitored by the Kirklees Channel panel.	
iii	Corporation Report: Of eight Prevent referrals (concerns about radicalisation and extremism) made so far this year (compared to 14 in 2019/20), two were referred to the Kirklees Prevent Hub and one is being monitored by the Kirklees Channel panel.	Report Item 4
7.0	ESAFE UPDATE	
i	Deputy DSL (Dewsbury) Mr R Hillas (“RH”) said, since the Committee last met, the eSafe system and the CPOMS ³ software had been fully integrated, removing the need to transfer eSafe data by email and add it manually to student records, with the associated data protection risks. He said in an emergency situation, the College would still receive a phone call from the eSafe team, with reports of criminal activity being made to the police as a matter of course.	
ii	As at 5 February, there had been 159 eSafe reports, representing 64% of the previous year’s total. The system provided extremely valuable information, for example already in 2020/21, a member of College staff had been dismissed after an eSafe alert raised some concerning behaviours and interventions had been put in place when the system flagged a serious suicide risk. Therefore, the fact that lockdown was undermining the effectiveness of the system was of great concern, particularly given what was known about the impact on lockdown on mental health (mental ill health being the most frequent category of concern flagged by eSafe).	
iii	There was discussion about the additional work the College was doing in response to the increased risk likelihood, including the training it had rolled out for staff on mental health, as well as the potential to increase the capacity of the Safeguarding Team and the need to ensure that planned changes to progress coach line management arrangements did not diminish their effectiveness in terms of risk prevention.	
iv	Corporation report: The prevalence of learners using their own devices during lockdown is undermining the effectiveness of the College’s controls to identify potential safeguarding risks. The College has strengthened its control framework in other ways to try to mitigate the harm but it is likely that a lot of concerns, particularly around mental health, are currently going undetected.	Report Item 5
8.0	CONTROL FRAMEWORK FOR DATA PROTECTION AND ASSURANCE	
i	The Clerk had prepared a paper recommending that monitoring of compliance with data protection legislation should be undertaken by the Audit Committee, rather than the Safeguarding Committee and there was general agreement.	
ii	Corporation report: The Committee requested a report from the Clerk regarding the proper venue for monitoring data protection legislation compliance. It is persuaded that this should be the Audit Committee and recommends that the Corporation should also receive an annual compliance and progress report.	Report Item 6
9.0	LESSONS LEARNED	
i	RH commented on the implementation of the CPOMs system and its integration with eSafe. He said for future projects of that nature, the College should look to do them during the summer break where possible.	

² The Kirklees Prevent Hub is a partnership approach between West Yorkshire Police and Kirklees Council and oversees the delivery of Prevent activities across Kirklees.

³ CPOMS is a software solution used by schools and colleges for monitoring safeguarding, wellbeing and pastoral issues.

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ii	He remarked again on the progress coach line management changes, saying safeguarding surgeries had been established to maintain communication with progress coaches and identify training needs. NS added that the Safeguarding Team had requested that one of its representatives should be involved in progress coach recruitment and induction and was waiting for a decision on this.	
GOVERNANCE AND ADMINISTRATION		
10.0	DATE OF NEXT MEETING	
i	10 May 2021.	
11.0	PUBLICATION OF PAPERS	
i	<u>RESOLVED:</u> (i) All papers except for the previous meeting's minutes and the Data Protection Assurance paper to be withheld from publication.	

Items of Report for Corporation

#	Details	Min
1.	The Committee received a monitoring report from Assistant Principal Student Experience Ms P Harrow. It identified yet another increase in safeguarding referrals, in particular 19+ learners and showed the balance of male and female learners tipping further towards males. While the ever increasing portfolio of referrals is concerning, the monitoring report provided good assurance that the expectations of Keeping Children Safe in Education continue to be met. The Committee discussed how staff training and guidance was delivered in College and monitored, as well as how safeguarding information was disseminated to staff, learners and parents. We took the opportunity to ask about record keeping and data processing and received an assurance that information sharing agreements were in place with key external partners. We also had sight of some operational data, which evidenced links to multiple agencies.	3(v)
2.	Ofsted expects schools and colleges to keep a <i>single central record</i> containing various checks related to anyone in contact with children. The Safeguarding Link Governor, who is required to periodically gain assurance that the record is maintained in accordance with the requirements set out in <i>Keeping Children Safe in Education</i> , had met with the Head of Human Resources to discuss the College's arrangements for securing and updating the record and told the Committee she was satisfied with the account she had been given of the processes in place to keep the record secure, correct and up to date.	4(i)
3.	The Committee reviewed the policy and procedure schedule. Although the overall picture had improved since the last update, there were still some secondary policy and procedure documents (secondary to the main Safeguarding Policy and staff guidance) requiring re-approval, potentially with amendments. The Committee will continue to monitor the position.	5(ii)
4.	Of eight Prevent referrals (concerns about radicalisation and extremism) made so far this year (compared to 14 in 2019/20), two were referred to the Kirklees Prevent Hub and one is being monitored by the Kirklees Channel panel.	6(iii)
5.	The prevalence of learners using their own devices during lockdown is undermining the effectiveness of the College's controls to identify potential safeguarding risks. The College has strengthened its control framework in other ways to try to mitigate the harm but it is likely that a lot of concerns, particularly around mental health, are currently going undetected.	7(iv)
6.	The Committee requested a report from the Clerk regarding the proper venue for monitoring data protection legislation compliance. It is persuaded that this should be the Audit Committee and recommends that the Corporation should also receive an annual compliance and progress report.	8(ii)