

Kirklees College Corporation

SAFEGUARDING COMMITTEE

Minutes of a meeting held from 11.00-12.10 on 7 March 2022 by Microsoft Teams videoconference

Present:	Mrs C George Mr G Hetherington Mr P Singh Dr A Williams	Member (Chair) Member Member (Executive) Member
Attendance:	4/4 = 100%	KPI 80% Quorum: 3
In attendance:	Ms J Green Ms J Arechiga Mrs P Harrow Mr R Hillas Mrs J Simpson	Clerk to the Corporation Vice Principal Curriculum Assistant Principal Student Experience Deputy DSL (Dewsbury) Executive Director HR

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 was quorate. The Chair welcomed everyone, in particular Dr A Williams who was attending his first meeting as a new Committee member. Introductions were made.
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.
ii	Apologies were received from Deputy DSL Ms A Fuller.
2	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING
i	<u>RESOLVED:</u> (i) To approve the minutes of 10 November 2021 as an accurate record.
ii	<u>Matters arising not on the Agenda</u> No matters were raised. <u>Update on Agreed Actions</u>
iii	<u>Data sharing on knife/other safeguarding incidents for benchmarking:</u> Assistant Principal Ms P Harrow ("PH") said a roundtable discussion was scheduled for the following week at the NAMSS ¹ conference to agree terms for information sharing.

¹ National Association for Managers of Student Services
Safeguarding 08.03.21

Item		Action/ Report Item
iv	<u>To book Safeguarding Link Governor Ms C George (“CG”) onto role specific training:</u> This was an ongoing process. CG had attended a range of relevant trainings and would continue to do so.	
v	<u>To implement safeguarding reporting at quarterly monitoring meetings:</u> As this action was not complete, it would be carried forward.	
vi	Action (rolled over): To implement safeguarding reporting at quarterly monitoring meetings.	PH
BUSINESS OF THE MEETING		
3.0	DESIGNATED SAFEGUARDING LEAD REPORT	
	<u>Mid-Year Safeguarding Update</u>	
i	PH presented a mid-year safeguarding activity report and Members noted as follows.	
	<u>Staff Training and Development</u>	
ii	It was noted that all colleges were required (on a comply or explain basis) to ensure that staff working directly with children read Part One of <i>Keeping Children Safe in Education</i> and that staff not working directly with children read either Part one or Annex A (at each college’s discretion). PH said College policy was set out in the Safeguarding and Child Protection Policy: all staff must read Part 1. As an updated version was published in September 2021, all staff had been asked to re-read it and 798 of circa 900 had done so so far. This was agreed to be a good result considering the headcount included agency staff who were not actively working for the College.	
iii	PH’s report detailed recent training and CPD completed by the designated safeguarding lead and the deputies, as well as the wider Safeguarding team. The Committee noted the requirement (expressed as ‘comply or explain’) in <i>Keeping Children Safe in Education</i> that such key individuals should have training updates at least every two years and should also keep their knowledge and skills up to date, via bulletins, professional networking, and wider reading, at least annually. There was agreement that this was being done.	
	<u>Caseload, including online referrals</u>	
iv	The Committee was concerned to hear that safeguarding cases were up again - by nearly 30.5% (36% more individual students) on the same period in 2020-21 (September to end January). There was discussion about capacity and resourcing, in light of the key risks the report identified. PH said she had some ideas to strengthen the team and she would be submitting a business plan for additional resource.	
v	Action: To bring a report to the next meeting on capacity and resourcing for the safeguarding function, with recommendations for how to maximise efficiency.	PH
	<u>Key Concerns</u>	
vi	Referring to a reported increase in sexual violence and harassment, PH said the incidents the College was responding to had mainly occurred out in the community; the College was involved because of its duty of care towards learners who were impacted. As a large number of those reporting sexual violence or harassment had an identified vulnerability (in most cases a learning difficulty or disability) the education and awareness-raising work going on in curriculum areas was particularly focusing on vulnerable learners. In response to a question, PH said the College would always report incidents to the police.	

Item		Action/ Report Item
vii	<p>PH observed that sexual harassment and violence in schools and colleges was now being recognised as a national problem. She said many colleges had similar caseloads to Kirklees. In response to the recent Ofsted 'review of sexual abuse in schools and colleges', a new action had been added to the Quality Improvement Plan: "<i>leaders and managers to respond to the Ofsted review findings and ensure recommendations are swiftly actioned</i>".</p>	PH
viii	<p>Action: Future Committee reports to separate out incidents of sexual violence and harassment occurring externally and those occurring on College premises.</p>	PH
ix	<p>PH said, following a significant increase in cases of depression, suicide attempt and suicide ideation, suicide prevention refresher training was being rolled out for curriculum staff, as management had identified a need for additional resource to be put into early intervention work. Referring to her ambition for the College to become a trauma informed organisation and for this to underpin its approach to suicide prevention, PH said were this adopted as a strategic objective, Kirklees would be the first college to formally do so - which would be apt, as the College was seen as a leader in this area, with PH frequently being invited to speak at conferences and share good practice.</p>	
	<p><u>Inspection Readiness</u></p>	
x	<p>An internal audit service review of the Safeguarding Framework had yielded the highest available level of assurance. PH said while this was a positive outcome, the internal audit approach was different from the Ofsted approach and it should not be taken as an indicator that Ofsted would be satisfied in an inspection. It would take a wider view, looking for example at how successfully Prevent, citizenship and British Values were embedded in the curriculum and culture. Other providers who had recently been inspected had reported that the Ofsted team were very probing around these areas. There was agreement that the College must robustly manage the risk of underperformance against the Ofsted expectations; Vice Principal Curriculum Ms J Arechiga said the Quality, Performance & Standards team was acutely aware of the need to embed safeguarding, Prevent, etc. The Principal Mr P Singh said progress on this objective was being closely monitored in the quarterly monitoring meetings, giving confidence that the aims would be met.</p>	
xi	<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, which the Committee felt was highly concerning given the reduced capacity in the Team, the need to further embed safeguarding across the College and the ambition to raise the profile externally. Although we had good assurance that the requirements of Keeping Children Safe in Education continue to be met, it was clear that the risk of harm to staff wellbeing and morale is increasing due to an ever-increasing workload and staff sickness absence. This must be addressed if the College is to continue to successfully respond to its complex caseload and also meet Ofsted expectations around the Prevent agenda, British Values, citizenship and safeguarding. We understand that this risk is being discussed in the business planning process and we expect an update on how it will be managed at our next meeting.</p>	Report Item 1
4.0	<p>DATA BREACH – COMMITTEE BRIEFING</p> <p>A cyber-attack on 20 February had resulted in the theft of some student records. The Data Protection Officer Ms J Green ("JG") reported on the breach and the steps the College had taken to safeguard affected learners. She said a further report would be brought to the Corporation meeting.</p>	
	<p>11.40 Executive Director HR Ms J Simpson joined the meeting.</p>	

Item		Action/ Report Item
5.0	LINK GOVERNOR REPORT ON ASSURANCE RECEIVED IN RESPECT OF THE SINGLE CENTRAL RECORD	
i	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 HR Systems & Quality Team Leader 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.	Report Item 2
6.0	POLICY AND PROCEDURE MAINTENANCE SCHEDULE	
i	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.	
ii	There was discussion about the timing of the annual review of the Safeguarding and Child Protection Policy. PH recommended this should be moved to earlier in the year to align with the likely publication date of any changes to the statutory guidance.	
iii	Action: To schedule the Corporation’s review of the Safeguarding and Child Protection Policy for September.	JG
iv	The Executive Director of HR Ms J Simpson (“JS”) attended to provide assurance in respect of the Disciplinary Procedure, last reviewed in January 2017. She said the procedure, which had not been assigned a review date, remained effective and in line with the Acas Code of Practice. She explained the reasons for seeking the proposed amendments and outlined the timeline for consultation with the trade unions. Members were happy with the assurance and thanked JS for her time.	
v	JG referred to the Acceptable Use of IT Systems and Social Networking Code of Practice. She said the Information Oversight Group was revisiting a new combined version draft in light of the recent data breach. There was agreement that it was appropriate to do so.	
vi	Corporation report: The Committee reviewed the policy and procedure schedule. Although the expectation was that everything would be up to date by this meeting, in fact there were three items outstanding. Reports from the management team provided assurance that the gaps did not present any material risks to the business.	Report Item 3
7.0	PREVENT REFERRALS, ESAFE UPDATE AND LESSONS LEARNED	
	<u>Prevent Referrals</u>	
i	Deputy Designated Safeguarding Lead Mr R Hillas (“RH”) said there had been eight referrals to date; seven relating to extremism and one to radicalisation. He gave examples and said the breakdown and volume of referrals was similar to last year.	
ii	A Member asked if there had been any tensions relating to the Russia/Ukraine conflict. RH said this was at an early stage with only 50 visas issued so far. The College was being proactive in communicating with staff and students.	
	<u>Esafe Alerts</u>	
iii	These were down following the return to face-to-face lessons, with less time online at home. RH said the top category (indecent images) had more than halved.	

Item		Action/ Report Item
iv	<p><u>Lessons Learned</u></p> <p>RH reiterated that pressure on the team's capacity was concerning, with referrals set to substantially exceed the previous year. There was further acknowledgement of the need for reflection on how the College could approach things differently or make better use of resources. A Member commented that the College's pastoral support and safeguarding effectiveness were core strengths that should not be put at risk.</p>	
GOVERNANCE AND ADMINISTRATION		
8.0	DATE OF NEXT MEETING	
i	Monday 4 July 2022.	
09.0	PUBLICATION OF PAPERS	
i	<p><u>RESOLVED:</u></p> <p>(i) Papers marked in the Agenda by an asterisk to be withheld from publication.</p>	

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, which the Committee felt was highly concerning given the reduced capacity in the Team, the need to further embed safeguarding across the College and the ambition to raise the profile externally. Although we had good assurance that the requirements of Keeping Children Safe in Education continue to be met, it was clear that the risk of harm to staff wellbeing and morale is increasing due to an ever-increasing workload and staff sickness absence. This must be addressed if the College is to continue to successfully respond to its complex caseload and also meet Ofsted expectations around the Prevent agenda, British Values, citizenship and safeguarding. We understand that this risk is being discussed in the business planning process and we expect an update on how it will be managed at our next meeting.	3xi
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 HR Systems & Quality Team Leader 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.	5i
3.	The Committee reviewed the policy and procedure schedule. Although the expectation was that everything would be up to date by this meeting, in fact three items were outstanding. The Committee secured assurance that the gaps did not present any material risks to the business.	6vi