

Kirklees College Corporation

SAFEGUARDING COMMITTEE

Minutes of a meeting held at 10.00 on 10 Nov 2021 by Microsoft Teams videoconference

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

Item		Action/ Report Item
PRELIMINARY ITEMS		
0	APPOINTMENT OF CHAIR, WELCOME AND INTRODUCTIONS	
i	<u>RESOLVED:</u>	
	(i) To re-appoint Mrs C George as Committee Chair with immediate effect.	
ii	Due notice having been given and a quorum (three members) being present, the Chair declared the meeting open. He welcomed new Deputy DSL Ms A Fuller ("AF"). Hearing that former Deputy DSL Mr N Shaw had moved on to a new role elsewhere, Members agreed to formally record their thanks to him in the meeting minutes.	
1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	There were no apologies.	
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 2021 as an accurate record.	
	<u>Matters arising not on the Agenda</u>	
ii	No matters were raised.	
	<u>Update on Agreed Actions</u>	
iii	<u>Circulate Safeguarding and Prevent training links:</u> Since this was actioned there had been steady take up. Assistant Principal Student Experience Mrs P Harrow ("PH") said an internal Safeguarding audit was scheduled for 16 and 17 December.	
iv	Corporation report: An internal Safeguarding audit on 16 and 17 December will include a check of completion rates for Governor Safeguarding and Prevent training.	

Item		Action/ Report Item
v	Action: To book Safeguarding Link Governor Ms C George onto role specific training.	PH
vi	<u>Committee Self-Assessment report:</u> This had been actioned.	
vii	<u>Committee Vacancies:</u> This had been actioned. Dr A Williams had agreed to join, which would bring the membership to four, reducing the risk of a meeting being or becoming inquorate. Recruitment work was underway for new Independent Governors.	
viii	<u>Agree alternative meeting dates for 2021-22:</u> This had been actioned.	
BUSINESS OF THE MEETING		
3.0	DESIGNATED SAFEGUARDING LEAD REPORT	
i	<p>The Committee noted as follows:</p> <ul style="list-style-type: none">➤ In the first term student survey:<ul style="list-style-type: none">○ Just under 97% of respondents considered the College a safe place to be;○ 94% knew who to speak to if they had any safety concerns; and○ 86% were happy with their current mental health (3.5% higher than last year).➤ Outcomes for safeguarded students had been pleasing. Achievement was up 16%, from 66.3% to 81.4% over a three-year period. Retention was up 6.5% and pass rates were up 11% (pass rates were 2.85% above whole College).➤ Following a successful funding bid, the College and the West Yorkshire Policing and Crime Unit would be participating in a ‘Safer Streets’ initiative, which would include ‘active upstander’ training, coaching students to speak up confidently in response to unconscious bias and instances of casual racism.➤ There had been a slight increase in the incidence of sexual harassment on campus (now five incidents).➤ The College had committed to the Care Leaver Friendly Employer Charter¹, which aimed to promote opportunities for the care leaver community.➤ The Safeguarding team hoped to increase uptake of a ‘free breakfast’ initiative through a poster campaign and promotion at the point of delivery.➤ An information sharing agreement recently entered into by the College and the West Yorkshire Police and Crimes Unit had made a significant positive impact on the flow of information between the two organisations. PC Shooter, the police officer attached to the College, had been instrumental in negotiating the terms.➤ The national Prevent review led by William Shawcross², due to be published in 2022, was now expected pre-Christmas. PH would produce a video briefing for Governors once it was published. The recommendations were expected to include further demands on the sector in terms of an enhanced duty.➤ Further staff training and student mentoring was planned, some to be delivered by partner organisations including St Giles Trust and Yorkshire Mentoring.➤ The College was well represented on national Prevent, mental health and safeguarding bodies.➤ The Safeguarding team was carrying a vacancy. This was impacting on capacity but recruitment was at an advanced stage with interviews to take place shortly.	
ii	Members were keen to understand whether the College data on safeguarding incidents and concerns indicated a worsening picture or (as both Committee	

¹ [Care Leaver Friendly Employer Charter - Care Leaver Covenant \(mycovenant.org.uk\)](https://mycovenant.org.uk)

² [William Shawcross - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Item		Action/ Report Item
iii	<p>members and management believed, and as the positive student survey feedback suggested) was a result of the College becoming even better at identifying and addressing concerns. They asked if any benchmarking data was available to show any wider trends in terms of escalating violence post-pandemic. PH said, as there was no data set and as colleges tended to be reluctant to publish their knife crime incident rates, she would need to ask discreetly in her networks.</p> <p>Action: To ask other providers to confidentially share their data on knife and other safeguarding incidents, for comparison with the College data.</p>	PH
iv	<p>A Member remarked on the important distinction between violent incidents involving knives and instances of finding knives. It was agreed that the College should more explicitly differentiate between the two in its reporting, so as not to cloud the picture.</p>	
v	<p>Overall, the position was looking positive. The Committee discussed the focus of upcoming audits and the Ofsted inspection and the need for College staff to give a good account of the safeguarding arrangements. In response to a question, PH said the primary source of information for staff was the safeguarding guidance and policy. New staff induction training covered child protection and Prevent and staff undertook top-up training every three years. A Member commented that, culturally, safeguarding seemed to be as high as ever on the College agenda. It was agreed that there were positive indicators of effectiveness, such as the high levels of reporting and referrals, and the safeguarding team's evidenced ability to spot and check incidences of low reporting in certain areas.</p>	
vi	<p>Corporation report: So far this year, the College has recorded more safeguarding incidents than at the same point last year. It is difficult to know to what extent this is indicative of an increase in concerning activity in real terms and to what extent it is due to improved rates of detection and reporting. Certainly, the increase coincides with improved information sharing with the West Yorkshire Police and the delivery of various impactful initiatives. It also coincides with significantly increased levels of student satisfaction in terms of safety and a recent Local Authority safeguarding audit which returned a 100% compliance rate. Work continues to further strengthen and refine the College's safeguarding framework and the Committee considers that it has received a good level of assurance in this area.</p>	Report Item 1
4.0	REVIEW OF THE SAFEGUARDING & CHILD PROTECTION POLICY ("POLICY")	
i	<p>Corporation report: The Committee discussed with management proposed changes to the College's Safeguarding & Child Protection Policy ("Policy"). These reflect the changes to the statutory guidance documents Keeping Children Safe in Education and Working Together to Safeguard Children and the Department for Education's Sexual Violence and Sexual Harassment Between Children in Schools and Colleges' guidance. The amended Policy is recommended for approval.</p>	Report Item 2
ii	<p>A member asked how the revised Policy would be rolled out. PH said it would replace the current version on the website, and in the Virtual Learning Environment, on CPOMS³ and in the Health & Safety policy suite. Staff induction materials would be updated and comms sent out by email.</p>	
5.0	LESSONS LEARNED	
i	<p>The Committee noted as follows:</p> <ul style="list-style-type: none"> ➤ A key lesson learned from the pandemic was the value of technology to boost efficiency. The team was continuing to use videoconferencing to replace face to 	

³ The CPOMS (Child Protection Online Monitoring and Safeguarding) system is the market leading software package used by the College to capture safeguarding concerns, compliance and record welfare information.

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	<p>face meetings, including child protection conferences.</p> <ul style="list-style-type: none"> ➤ The College was responding to an identified need for more interventions around the risk of sexual violence. A week of sessions on sexual harassment and consent was to be delivered across the College's various sites. This would include clinics to address peer on peer abuse. The College had introduced an anonymous reporting system for students to use to report incidents and concerns. ➤ The data sharing agreement with the Police was making a significant difference to the Team's ability to intervene and address issues at an early stage. 	
6.0 i	<p>Policy and Procedure Schedule</p> <p>Corporation report: Over the past year, the Committee has monitored the currency of the policies and procedures that make up the College's policy framework for safeguarding. While a few items are still out of date, most gaps have closed and we anticipate that the remaining reviews will have been completed by the next time the Committee meets. Only two policy/procedure reviews remain significantly overdue: the Social Networking Code of Practice and the Disciplinary Procedure (in respect of which union consultation is now in progress).</p>	
7.0 i	<p>S175 Safeguarding Audit Report⁴</p> <p>The Local Authority audit report (discussed earlier in the meeting; item 3vi refers) was received and the finding of full compliance was noted.</p>	
ANNUAL REPORT		
8.0 i ii iii iv v	<p>DRAFT ANNUAL SAFEGUARDING REPORT</p> <p>It was noted that the purpose of the annual report was to provide assurance in respect of the College safeguarding arrangements and compliance with "Keeping Children Safe in Education". The Committee reviewed the draft report for 2020-21, which included a wealth of data and analysis and picked up on themes discussed in previous meetings. The Corporation's safeguarding responsibilities were set out on the front page and an introductory section described the structure of the Safeguarding Team and the role of Ofsted in regard to safeguarding.</p> <p>PH confirmed that</p> <ul style="list-style-type: none"> ➤ She was the College's Designated Safeguarding Lead; ➤ The Link Governor for Safeguarding was Independent Governor Mrs C George; ➤ Mandatory staff training delivery and DBS checks were up to date; and ➤ College policies remained compliant with safeguarding legislation and guidance. <p>She said, along with the key headline data, the report included three-year trend tables, to identify the direction of travel for core safeguarding issues. Members welcomed this, commenting that although the last two years had been anomalous, the trend data had generated some useful discussion. They asked that the 'case studies' be reinstated; it had been taken out to make room for the trend data.</p> <p>Action: PH to present case studies at Corporation when delivering the annual report.</p> <p>The report identified that the number of students accessing safeguarding services had increased again - by 12% since the previous year, with 639 individual students supported. It contained data on the numbers of College learners with vulnerabilities or disadvantage due to being looked after children, care leavers, young parents and</p>	

⁴ The purpose of this audit is for the Local Authority to provide evidence under s175 of the 2002 Education act that the College is fulfilling its statutory safeguarding responsibilities.

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vi	<p>young carers and/or having special educational needs and disabilities and explained how the College supported its most vulnerable learners. Mental health issues continued to dominate (44% of all cases in 2020-21) and the report explained how the College was seeking to address this.</p> <p>As in previous years, Foundation Learning had had the highest number of safeguarding incidents, with high levels of reporting and referrals. Members agreed that reporting should be seen as a positive and emphasised the need to engage with areas with lower than average referrals, to address any possible barriers to reporting. A Member cited Engineering as a success story in terms of safeguarding interventions, saying a lot of work had been done around mental health to improve the wellbeing of learners and the impact was evident in the student survey responses. PH said the area was also a good example of effective commissioning and partnership working.</p>	PS, PH
vi	A Member commented on the need to define within future reports a 'referral' and an 'incident'. This was agreed.	
vii	There was discussion about how the report would be used. Committee Member and Principal Mr P Singh ("PS") said in light of the potential impact a serious safeguarding failure could have on the College, in terms of harm to individuals, financial cost and regulator intervention, more time should be dedicated to discussing the risk and the College controls at Executive level.	
viii	Action: To implement safeguarding reporting at quarterly monitoring meetings, with an opportunity to challenge managers on what they are doing within their faculties to respond to trends and persistent issues.	
ix	The Committee commended PH on her comprehensive report and the high level of assurance it provided in terms of statutory compliance and the College's competence in responding to issues experienced by its learners.	
x	Corporation Report: The Committee considers that the Safeguarding Annual Report 2020-21 gives a good account of the challenges the College confronted in 2020-21 (supported by data) and how it responded, provides a high level of assurance in terms of statutory compliance, and clearly details its plans for 2021-22.	Report Item 3
GOVERNANCE AND ADMINISTRATION		
9.0	DATE OF NEXT MEETING	
i	7 March 2022 at 11am.	
10.0	PUBLICATION OF PAPERS	
i	<p><u>RESOLVED:</u></p> <p>(i) All papers to be withheld from publication except for:</p> <ul style="list-style-type: none"> - the 10 May minutes; - the Designated Safeguarding Lead report; - the Policy and Procedure Schedule and cover paper. 	

Items of Report for Corporation		
#	Details	Minute
1.	So far this year, the College has recorded more safeguarding incidents than at the same point last year. It is difficult to know to what extent this is indicative of an increase in concerning activity in real terms and to what extent it is due to improved rates of detection and reporting. Certainly, the increase coincides with improved information sharing with the West Yorkshire Police and the delivery of various impactful initiatives. It also coincides with significantly increased levels of student satisfaction in terms of safety and a recent Local Authority safeguarding audit which returned a 100% compliance rate. Work continues to further strengthen and refine the College's safeguarding framework and the Committee considers that it has received a good level of assurance in this area.	3vi
2.	The Committee discussed with management proposed changes to the College's Safeguarding & Child Protection Policy ("Policy"). These reflect changes to the statutory guidance documents Keeping Children Safe in Education and Working Together to Safeguard Children and the Department for Education's Sexual Violence and Sexual Harassment Between Children in Schools and Colleges' guidance. The amended Policy is recommended for approval.	4i
3.	The Committee considers that the Safeguarding Annual Report 2020-21 gives a good account of the challenges the College confronted in 2020-21 (supported by data) and how it responded, provides a high level of assurance in terms of statutory compliance, and clearly details its plans for 2021-22.	8x