

Kirklees College Corporation

SAFEGUARDING COMMITTEE

Minutes of a meeting held from 11.00-12.50 on 4 July 2022 by Microsoft Teams videoconference

Present:	Mrs C George Mr G Hetherington Mr P Singh	Member (Chair) Member Member (Executive)
Attendance:	3/4 = 75%	KPI 80% Quorum: 3
In attendance:	Ms J Green Ms J Arechiga Mrs P Harrow Mr R Hillas Mrs A McGowan Mr Fes Parvez	Clerk to the Corporation Vice Principal Curriculum Assistant Principal Student Experience Deputy DSL (Dewsbury) Safeguarding Officer Observer

Item	Action/ Report Item
PRELIMINARY ITEMS	
0	WELCOME AND INTRODUCTIONS
i	The Chair welcomed everyone, in particular new Independent Governor Mr F Parvez, who was observing the meeting with a view to joining the Committee. Introductions were made.
1	NOTICE AND QUORUM
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.
2	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 Committee Member Dr A Williams.
3	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING
i	<u>RESOLVED:</u> (i) To approve the minutes of 7 March 2022 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>Implement safeguarding reporting at quarterly monitoring meetings:</u> This had been actioned.

Item	Action/ Report Item
iv	<u>Bring a report to the next meeting on capacity and resourcing for the safeguarding function, with recommendations for how to maximise efficiency:</u> An interim verbal report was to be provided and a further report on the new structure would be provided at the next meeting, once budgets were agreed.
v	Action: To update the Committee on the implementation of the new structure.
vi	<u>Separate out incidents of sexual violence and harassment occurring externally and those occurring on College premises in future reports:</u> This was being actioned.
vii	<u>To schedule the Corporation’s review of the Safeguarding and Child Protection Policy for September:</u> This was not yet due.
viii	Action (rolled over): To schedule the Corporation’s review of the Safeguarding and Child Protection Policy for September.
BUSINESS OF THE MEETING	
4	DESIGNATED SAFEGUARDING LEAD (“DSL”) REPORT
i	PH presented her safeguarding activity report and Members noted as follows.
ii	<u>Caseload, including online referrals</u> At the last Committee meeting, PH had reported a nearly one-third increase in safeguarding cases as compared to the same time the previous year. She said this had been sustained; the caseload was now 31.8% higher (31.9% in individual students). Mental health continued to dominate and the data was broken down by mental health category in PH’s report. Suicide ideation was a particular concern.
iii	<u>ESafe</u> As anticipated, 2021-22 had seen a decrease in ESafe referrals for online safeguarding concerns, as learners returned to face-to-face teaching and learning.
iv	<u>Drugs and Substance Misuse</u> Concerningly, there had been a significant rise in students being found in possession of either drugs or drugs paraphernalia as well as being under the influence in College. A breakdown of the learners concerned by categories (including age, sex, disability status, etc.) showed that students with an Education, Health and Care Plan and with learning difficulties/disabilities were overrepresented. Information sessions for students and further training for security staff were being delivered.
v	<u>Staff Training and Development</u> ➤ 884 of circa 900 staff had now confirmed (via Smartlog) that they had read Part One of Keeping Children Safe in Education. As the overall headcount included agency staff not actively working for the College, this was a good result. ➤ Substantial additional safeguarding awareness training had been delivered: ○ Sessions on mental health and wellbeing, exploitations, sexual harassment and violence, drugs and alcohol, and domestic violence and abuse; ○ Additional training for Progress Coaches, Apprentice Mentors and Student Engagement Mentors on understanding sexual harassment and violence, safeguarding, and understanding child criminal and sexual exploitation; ○ Training on roles and responsibilities for the Special Educational Needs and Disabilities team and 44 Trainer Assessors and Apprentice Mentors; ○ Trauma and Attachment training (focussing on care-experienced young people) for all Pastoral Support teams; and ○ Training on boundaries and appropriate communication for support staff.

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vi	<ul style="list-style-type: none"> ➤ Three staff were now Trauma Informed Practitioners. ➤ The Designated Safeguarding Leads and her Deputies and Safeguarding Officers had all completed mandatory all training; the Deputies had also completed Supervision Skills/Peer Supervision training and a mental health training course. <p><u>Audits</u></p> <p>PH shared highlights from recent audits, including the external quality review of the Further Education provision, which included some safeguarding recommendations. Raising awareness of sexual harassment and how to tackle it was an area for improvement but overall the report was incredibly positive. PH's report gave examples of work the College was doing around sexual harassment.</p>	
vii	<p><u>Current Developments</u></p> <ul style="list-style-type: none"> ➤ Focussed training for staff via Papyrus Suicide Prevention was planned for December 2022. ➤ QR codes¹ displayed around College enabled named or anonymous reporting of sexual harassment, and reporting of whether students felt safe around College. ➤ St Giles Trust (gang deterrent team) were working at Brunel and Waterfront. 	
viii	<p><u>Major Incidents</u></p> <p>PH shared details of two recent major safeguarding incidents and said both the Chair of Corporation and the Safeguarding Link Governor had been briefed.</p>	
ix	<p>One incident involved a violent attack on two students which took place off campus. PH shared what was known about the incident and there was discussion about measures that may be needed to facilitate the students' safe return to College. PH said a risk assessment would be carried out.</p>	
x	<p>The other incident involved the grooming and sexual exploitation of a vulnerable learner. PH outlined the details of the case, which had been referred to the police. An investigation was ongoing. As in all cases, the College would look at lessons learned.</p>	
xi	<p>In response to questions, PH said:</p> <ul style="list-style-type: none"> ➤ The College had a dedicated police officer assigned to it who worked across all sites and it always welcomed the police onto its campus. Unfortunately, with police numbers significantly reduced, their capacity was extremely stretched; ➤ The College had representation on every relevant panel and body across Kirklees: Serious Violence, Gang Affiliation, Prevent, etc. During the pandemic, the number of meetings had reduced and police attendance at key meetings had not returned to pre-pandemic levels; ➤ The grooming and sexual exploitation had been reported by a friend of the victim. 	
xii	<p>Corporation report: As Governors know, Safeguarding is a principal risk for the College and we are pleased to report that all indications are that our control framework is robust and compliance is high, with:</p> <ul style="list-style-type: none"> ➤ positive findings in all external audits; ➤ close to 100% of operational staff (and 100% of Governors) confirming having read Part One of <i>Keeping Children Safe in Education</i>; and ➤ significant training and development activity being delivered across all sites. 	Report Item 1
xiii	<p>Corporation report: The Committee took a deep dive into the sub-risk of drug and substance misuse. This is significantly elevated compared to previous year, with a sharp increase in recorded cases. The Designated Safeguarding Lead shared case</p>	Report Item 2

¹ QR Code - Quick Response Code: a type of barcode that can be scanned with a smartphone to access a website or E-form.

Item	Action/ Report Item	
	studies and compared data by site and by student characteristics, noting a particularly high level of risk at Springfield, as well as for those having an Education Health and Care Plan and/or a learning difficulty or disability. Interventions are in place aimed at safeguarding affected learners: established processes for incident management, awareness raising sessions for learners, and training for security staff.	
5	<p>CAPACITY AND RESOURCING FOR THE SAFEGUARDING FUNCTION</p> <p>Corporation report: The safeguarding caseload continues to grow and there are plans to respond through a restructure of the safeguarding team and a reorganisation of its operations. There are plans to create a senior strategic Designated Safeguarding Lead role and an operational College Designated Safeguarding Lead role, supported by full time Safeguarding Officers. Due to the timing of our meeting relative to the date of sign off of the College budget, we did not receive a full report on the restructuring plans and will have an update our next meeting.</p>	Report Item 3
6	<p>POLICY AND PROCEDURE MAINTENANCE SCHEDULE</p> <p>i The Acceptable Use Policy had been approved by the Senior Leadership Team subject to the resolution of an outstanding concern about the use of personal devices. Vice Principal Corporate Operations Mr M Bennington had been authorised to ratify the sign-off of the Policy as soon as this concern was resolved. The Clerk explained the balance of risk, saying the College could not be completely sure that software updates were being done and this created a vulnerability; on the other hand, the use of personal devices was prevalent and contributed to operational effectiveness. She said as sensitive data on College systems could now only be accessed via two factor authentication, it was expected that the College would choose to allow personal devices.</p> <p>ii Corporation report: There are still some gaps in the policy and procedure schedule. The Committee understands that the outstanding documents (the Acceptable Use Policy and the Social Networking Code of Practice) are to go out for consultation.</p>	Report Item 4
7	<p>PREVENT REFERRALS, ESAFE UPDATE AND LESSONS LEARNED</p> <p><u>Prevent</u></p> <p>i Safeguarding Officer Mrs A McGowan (“AM”) had attended a Prevent quality assurance panel. There was discussion about training opportunities in Kirklees; an update on current workloads (referrals had been low in line with College data); and some information sharing on online radicalisation.</p> <p>ii College Prevent referrals were discussed. AM said there had been thirteen referrals the previous year and eleven this year (ten 16-18 learners and one aged 21). Two of the eleven were already working with the Prevent Team when they joined the College. Students were being supported by mentors and Progress Coaches.</p> <p>iii <u>ESafe</u></p> <p>Deputy Designated Safeguarding Lead Mr R Hillas (“RH”) echoed PH’s earlier comments about the declining referrals but said, although the number of incidents had decreased quite significantly, the number of students involved was similar.</p> <p>iv <u>Staff Training</u></p> <ul style="list-style-type: none"> ➤ Discussions were ongoing about making additional safeguarding training mandatory, ideally with some face to face delivery; ➤ Prevent refreshers would be provided for all pastoral staff; 	

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v	<ul style="list-style-type: none"> ➤ Safeguarding was a key part of student induction, using a range of resources. ➤ Governors required an annual briefing on their responsibilities and any changes to Keeping Children Safe in Education and the implications for the College. 	CCP
vi	<p>Action: Discuss Governor safeguarding training at the Chair, Clerk, Principal meeting.</p> <p><u>Local Authority Ofsted Inspection Feedback</u></p> <p>RH said the Local Authority had recently been inspected by Ofsted and the Care Quality Commission and there had been a particular focus on what the Local Authority was doing around exploitation of young people. One of the deep dives related to a College student and the report included some very positive comments on the role the College had played in supporting a previous victim of grooming and sexual exploitation. Another aspect of the inspection had involved a wider look at preventative approaches to safeguarding which had included consideration of the Colleges Inclusion Panels, the College counselling service and the tracking of attendance by Progress Coaches. Again, there had been positive feedback.</p>	CCP
GOVERNANCE AND ADMINISTRATION		
8	<p>COMMITTEE SELF-ASSESSMENT</p>	
i	<p><u>Terms of Reference</u></p> <p>The Clerk had reviewed the Terms of Reference and had concluded that they did not fully capture all the valuable work the Committee did around risk management. She said she had therefore amended the Terms of Reference to more fully recognise that the Committee did not only monitor compliance. There was discussion about some wording the Clerk had added which was taken from the Ofsted guidance document 'Inspecting safeguarding in early years, education and skills' and it was agreed that the words "zero-tolerance" should be removed from Item 5b.</p>	
ii	<p>Corporation report: Amended Terms of Reference are proposed for adoption. The Committee recommends the amendments as set out in the redline version of the Terms of Reference, subject to the removal of the words "zero-tolerance" at Item 5b.</p>	Report Item 5
iii	<p><u>Schedule of Work</u></p> <p>Action: To revisit the proposed meeting dates for 2022-23.</p>	JG
iv	<p>Corporation report: The Schedules of work are recommended for approval but the Committee has asked the Clerk to look again at the meeting dates.</p>	Report Item 6
v	<p><u>Self-Assessment</u></p> <p>The Committee used a SWOT tool to structure a conversation about its Strengths and Weaknesses and the Threats and Opportunities it was confronting or which may be on the horizon. This was completed. Members could add to it after the meeting.</p>	
vi	<p>Action: To write up the Committee SWOT analysis as an action plan for 2022/23.</p>	JG
9	<p>DATE OF NEXT MEETING</p>	
i	<p>Provisionally 21 November 2022.</p>	
10	<p>PUBLICATION OF PAPERS</p>	
i	<p>RESOLVED:</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.	As Governors know, Safeguarding is a principal risk for the College and we are pleased to report that all indications are that our control framework is robust and compliance is high, with: <ul style="list-style-type: none"> ➤ positive findings in all external audits; ➤ close to 100% of operational staff (and 100% of Governors) confirming having read Part One of <i>Keeping Children Safe in Education</i>; and ➤ significant training and development activity being delivered across all sites. 	4xii
2.	The Committee took a deep dive into the sub-risk of drug and substance misuse. This is significantly elevated compared to previous year, with a sharp increase in recorded cases. The Designated Safeguarding Lead shared case studies and compared data by site and by student characteristics, noting a particularly high level of risk at Springfield, as well as for those having an Education Health and Care Plan and/or a learning difficulty or disability. Interventions are in place aimed at safeguarding affected learners: established processes for incident management, awareness raising sessions for learners, and training for security staff.	4xiii
3.	The safeguarding caseload continues to grow and there are plans to respond through a restructure of the safeguarding team and a reorganisation of its operations. There are plans to create a senior strategic Designated Safeguarding Lead role and an operational College Designated Safeguarding Lead role, supported by full time Safeguarding Officers. Due to the timing of our meeting relative to the date of sign off of the College budget, we did not receive a full report on the restructuring plans and will have an update our next meeting.	5i
4.	There are still some gaps in the policy and procedure schedule. The Committee understands that the outstanding documents (the Acceptable Use Policy and the Social Networking Code of Practice) are to go out for consultation.	6ii
5.	Amended Terms of Reference are proposed for adoption. The Committee recommends the amendments as set out in the redline version of the Terms of Reference, subject to the removal of the words “zero-tolerance” at Item 5b.	8ii
6.	The Schedules of work are recommended for approval but the Committee has asked the Clerk to look again at the meeting dates.	8iv