

Kirklees College Corporation

## **SAFEGUARDING COMMITTEE**

### **Minutes of a meeting held from 11.30-13.00 on 3 October 2022 in the Conference Suite, Waterfront, Huddersfield Centre**

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 Mr R Hillas Mrs A McGowan	Clerk to the Corporation Vice Principal Curriculum and Innovation Designated Safeguarding Lead – Operations Safeguarding Officer

Item		Action/ Report Item
<b>PRELIMINARY ITEMS</b>		
<b>1</b>	<b>APPOINTMENT OF CHAIR, WELCOME AND INTRODUCTIONS</b>	
i	Independent Member Mrs C George was re-appointed as the Committee Chair. She welcomed everyone to the meeting.	
<b>2</b>	<b>NOTICE AND QUORUM</b>	
i	The Clerk confirmed that due notice of the meeting had been given and the meeting was quorate.	
<b>3</b>	<b>APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</b>	
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 noted from Assistant Principal Student Experience Ms P Harrow ("PH") (also the Designated Safeguarding Lead – Strategic).	
<b>4</b>	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
i	Minute 4v stated that 844 of circa 900 staff had confirmed via Smartlog that they had read Part One of Keeping Children Safe in Education. This was noted to be an error; the correct figure was 884.	
ii	<b><u>RESOLVED:</u></b>  <b>(i) Subject to substituting '884' for '844' at minute 4v, to approve the minutes of 4 July 2022 as an accurate record.</b>  <b><u>Matters arising not on the Agenda</u></b>	
iii	Minute 4v also described some key training going on in College, which included induction sessions for students. The Chair said she had taken part in a Student Experience Learning Walk as part of induction week and had the opportunity to discuss with students their experience of the training; it was resoundingly positive.	

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iv	Minute 4xi recorded that, during the pandemic, the number of partnership 'working together' meetings had reduced and police attendance at key meetings had not returned to pre-pandemic levels. A Member asked if this had improved, or was expected to improve. Designated Safeguarding Lead – Operations Mr R Hillas ("RH") said things were expected to go back to pre-pandemic levels but it was taking time. The College team attended what multi-party meetings there were across the borough.
v	The Principal Mr P Singh ("PS") said the College was playing its part to speed things up; it had organised a meeting with the Detective Chief Inspector for Safeguarding following the recent fatal stabbing of a North Huddersfield Trust School student, which had been a useful session for both the College and the police.
	<u>Update on Agreed Actions</u>
vi	<u>Update on the new structure:</u> This was on the Agenda.
vii	<u>Schedule the Corporation's review of the Safeguarding and Child Protection Policy for September:</u> This was on the Agenda.
viii	<u>Discuss Governor safeguarding training at the CCP (Chair, Clerk, Principal) meeting:</u> <b>Action (rolled over):</b> CCP to discuss Governor Safeguarding training.
ix	<u>Revisit the proposed meeting dates for 2022-23:</u> This had been actioned.
x	<u>Write up the Committee SWOT analysis as an action plan for 2022/23:</u> <b>Action (rolled over):</b> Write up the Committee SWOT analysis as an action plan.
<b>STRATEGIC AND OPERATIONAL UPDATE</b>	
<b>5</b>	<b>INTERIM COVER FOR DESIGNATED SAFEGUARDING LEAD</b>
i	Vice Principal Curriculum and Innovation Ms J Arechiga said PH's absence had highlighted the need for succession planning for the designated safeguarding lead role but RH and the team had done an admirable job over the past few weeks and the safeguarding function had not been affected in any way. PH was expected back on a phased return very soon, so there would not be an ongoing risk.
<b>6</b>	<b>DESIGNATED SAFEGUARDING LEAD ("DSL") REPORT</b>
	<u>Safeguarding Team Structure</u>
i	PH's paper explained the new structure of the Safeguarding Team. RH had been appointed Designated Safeguarding Lead – Operations, while PH was now Designated Safeguarding Lead - Strategic. RH said the new structure would further strengthen the whole college approach to safeguarding; the change to his own role would allow for the creation of more training and enrichment opportunities for staff and students, as well as apprentices and employers. Deputy Designated Safeguarding Lead Mrs A McGowan ("AM"), a complement of three Safeguarding Advisors, and PC Bailey Preston (Safer Kirklees Partnerships) completed the team.
ii	<u>Serious Incidents and Local Risk</u>
	The Committee discussed recent incidents and concerns. Noting that some of the main risks for students occupied the gaps between institutions and recalling their duty to monitor the College's contribution to multi-agency working and information sharing, Members agreed that it was important to continue to grow their understanding of how the College accessed and shared intelligence and worked with local partners, such as social services, the police, schools and other colleges. They were pleased to hear that the College continued to engage with the local Gold and Silver Groups and was

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	represented at weekly Exploitation Screening Panel meetings. RH said a wealth of useful information was exchanged via those channels; this was contributing to a 'local risk mapping' project to identify local high-risk areas to support risk reduction.
iii	PS said the Principals of Greenhead College and New College Huddersfield had indicated that they were strongly committed to closer working and increased information sharing, to support effective safeguarding. The tension between sharing useful intelligence and the risk of yoking students to difficult histories was discussed and PS, who had been leading the conversation with the other college heads, said the question of what was fair and proportionate had been raised in that forum as well.
iv	Information sharing with schools had previously been discussed at both the Safeguarding and Quality, Performance and Standards Committees. Members were keen to know if there had been any movement and Deputy Designated Safeguarding Lead AM said, certainly in terms of CPOMs <sup>1</sup> records, typically they were still not being provided until after students enrolled. PS said this was a cultural issue for school and college leaders to resolve; the Head of the Huddersfield Trust School had called on other heads to stand with him to take a joined-up approach to protecting young people both on and off campuses across the region and he hoped school leaders would respond and build stronger partnerships.
v	The Committee was interested to hear from RH about a Designated Safeguarding Lead ("DSL") network, coordinated through Whitcliffe Mount School in Cleckheaton. Members discussed the potential of this group and the need to proactively support it to maximise its capacity to act as an agent of change. PS remarked on the need for a complimentary network of institution heads to provide the strategic leadership alongside the operational.
vi	<b>Action:</b> To obtain full details of the local DSL network, its terms of reference, meeting schedules, structure, membership, etc.
	<u>Staff and Student Development</u>
vii	The Committee was pleased to hear that the College continued to invest in additional training for key frontline staff, including Prevent training and bitesize training on the CPOMs system. It had recently supported 15 students to become mental health champions within curriculum areas. Funding from the Safer Kirklees Council and the West Yorkshire Violence Reduction Unit had enabled the College to offer the services of Yorkshire Mentoring to work 1:1 with at risk students.
	<u>Sexual Violence and Sexual Harassment</u>
viii	Events had taken place at the College for Sexual Health Week, looking at broader issues around consent, healthy relationships and sexual harassment as part of the whole-college approach to sexual violence and sexual harassment.
	<u>Caseload</u>
vi	The number of student safeguarding referrals continued to rise. AM said in September 2021 there were 100; this September there were 243. The number of learners with Child Protection or Child in Need Plans had also increased, with 48 over the course of the whole of last year and 29 already this year.
vii	<b>Corporation report:</b> The safeguarding caseload continues to grow in both volume and complexity. The College has responded by further developing and restructuring the safeguarding function and this appears to have had a positive impact, creating increased capacity for both referrals and staff training and development, with activity

RH

Report  
Item 1

<sup>1</sup> CPOMS is a software application the College uses for monitoring child protection, safeguarding and pastoral/welfare issues.

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viii	<p>being delivered across all sites. The Committee gained assurance in respect of the whole college approach to sexual violence and sexual harassment and the College's contribution to multi-agency working and information sharing and is keen to support management in seeking to maximise the impact of this.</p> <p><b>Corporation report:</b> The Designated Safeguarding Lead's absence has impacted on reporting to the Committee. It did not receive the usual range of assurance sources. In particular, it did not receive the Annual Safeguarding report, which is slightly delayed. We are nonetheless satisfied that the safeguarding function is in safe hands, particularly following the implementation of the new structure and the creation of a Designated Safeguarding Lead – Operations so we are not reporting any concerns. We understand that the Designated Safeguarding Lead will shortly be back at work.</p>	Report Item 2
6	<p><b>POLICY AND PROCEDURE MAINTENANCE SCHEDULE</b></p> <p>i The schedule showed an improved position. One of the two items that were overdue was the Safeguarding and Child Protection Policy and Procedure, the latest version of which was on the meeting agenda for discussion. The Clerk said the Social Networking Code of Practice had been refreshed and was awaiting Senior Leadership Team sign-off. Once this was done, the College would have in place and up to date the full policy framework mandated by Keeping Children Safe in Education and the Counter-Terrorism and Security Act 2015.</p> <p>ii A Member observed that various related policies and procedures referenced in the College's Safeguarding and Child Protection Policy and Procedure were not on the monitoring schedule. The Clerk said she had focused on items that were specifically required either by legislation, or to enforce statutory policies and procedures (for example the Social Networking Code of Practice would have no teeth if there was no effective staff disciplinary policy). She agreed that related documents could potentially be brought within scope for monitoring.</p> <p>iii <b>Action:</b> To add to the Policy and Procedure Maintenance Schedule the other policy and procedure documents that make up or support the safeguarding policy framework, to show what an expanded monitoring remit would look like.</p> <p>iv <b>Corporation report:</b> The Committee reviewed the status of the key policies and procedures which underpin safeguarding. Subject to Corporation approval of the new Safeguarding and Child Protection Policy (expected to be secured by the time these minutes are received) and Senior Leadership Team sign-off of the Social Networking Code of Practice (also likely to be approved by the time these minutes are received), there will be no overdue or missing items. The Committee will now explore the possibility of expanding the scope of its monitoring to include related documents.</p>	JG  Report Item 3
7	<p><b>DRAFT SAFEGUARDING POLICY</b></p> <p>i The draft was discussed, as well as some feedback the Chair had sent by email, which management agreed would be acted on.</p> <p>ii <b>Corporation Report:</b> The Safeguarding and Child Protection Policy has been updated to reflect recent changes to the statutory guidance <i>Keeping Children Safe in Education</i>. Subject to the changes identified in the Chair's email and discussed at the Committee's meeting, the new draft is recommended for approval.</p>	Report Item 4
<b>GOVERNANCE AND ADMINISTRATION</b>		
8	<p><b>DATE OF NEXT MEETING</b></p> <p>i Monday 27 February 2023 at 1pm.</p>	

Item		Action/ Report Item
9	<b>PUBLICATION OF PAPERS</b>	
i	<b><u>RESOLVED:</u></b>  <b>(i) Papers marked in the Agenda by an asterisk to be withheld from publication.</b>	

Items of Report for Corporation		
#	Details	Min
1.	The safeguarding caseload continues to grow in both volume and complexity. The College has responded by further developing and restructuring the safeguarding function and this appears to have had a positive impact, creating increased capacity for both referrals and staff training and development, with activity being delivered across all sites. The Committee gained assurance in respect of the whole college approach to sexual violence and sexual harassment and the College's contribution to multi-agency working and information sharing and is keen to support management in seeking to maximise the impact of this.	5vii
2.	The Designated Safeguarding Lead's absence has impacted on reporting to the Committee. It did not receive the usual range of assurance sources. In particular, it did not receive the Annual Safeguarding report, which is slightly delayed. We are nonetheless satisfied that the safeguarding function is in safe hands, particularly following the implementation of the new structure and the creation of a Designated Safeguarding Lead – Operations so we are not reporting any concerns. We understand that the Designated Safeguarding Lead will shortly be back at work.	5viii
3.	The Committee reviewed the status of the key policies and procedures which underpin safeguarding. Subject to Corporation approval of the new Safeguarding and Child Protection Policy (expected to be secured by the time these minutes are received) and Senior Leadership Team sign-off of the Social Networking Code of Practice (also likely to be approved by the time these minutes are received), there will be no overdue or missing items. The Committee will now explore the possibility of expanding the scope of its monitoring to include related documents.	6iv
4.	The Safeguarding and Child Protection Policy has been updated to reflect recent changes to the statutory guidance <i>Keeping Children Safe in Education</i> . Subject to the changes identified in the Chair's email and discussed at the Committee's meeting, the new draft is recommended for approval.	7ii