

Kirklees College Corporation

SAFEGUARDING COMMITTEE

Minutes of a meeting held at 09.05 on 8 March 2023 in room 09, 5th Floor Huddersfield Centre, Kirklees College and by Microsoft Teams videoconference

Present:	Mrs C George Mr G Hetherington Mr F Parvez Mr P Singh Mr A Williams	Member (Chair) Member Member Member (Executive) Member
Attendance:	5/5 = 100%	KPI 80% Quorum: 3
In attendance:	Ms J Green Ms J Arechiga Ms A Fuller Mrs P Harrow Mr R Hillas	Director of Governance (meeting clerk) Vice Principal Deputy DSL (Huddersfield) Asst Prin Student Experience; DSL Strategic (from 09.30) DSL Operational (Dewsbury)

Item		Action/ Report Item
PRELIMINARY ITEMS		
0	WELCOME AND INTRODUCTIONS	
i	The Chair welcomed everyone. No introductions were needed.	
1	NOTICE AND QUORUM	
i	The meeting clerk Ms J Green ("JG") confirmed that due notice had been given; the requirement for all persons participating to be able to communicate was satisfied and the meeting was quorate.	
2	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
i	There were no apologies.	
ii	All confirmed that they had no direct or indirect interest in any way in the business to be transacted at the meeting which they were required by the Instrument of Government to disclose, other than those matters previously disclosed.	
3	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
i	<u>RESOLVED:</u> (i) To approve the minutes of 3 October 2022 as an accurate record. <u>Matters arising not on the Agenda</u>	
ii	The Chair noted that safeguarding training for Governors had been discussed at the Chair, Clerk, Principal meeting. She said there was an Education and Training Foundation course available for college governors and there was agreement that all Safeguarding Committee members should complete this. It was noted that all Governors had read Part 1 of Keeping Children Safe in Education.	
iii	Action: Agree a training plan for Governors and Committee Members for the long term.	Comm

Item	Action/ Report Item
<div>iv</div> <div>v</div> <div>vi</div> <div>vii</div>	<p><u>Update on Agreed Actions</u></p> <p><u>Discuss Governor safeguarding training at the Chair, Clerk, Principal meeting:</u> Safeguarding training was delivered for all Governors on 4 November 2022 and all Governors had also completed the Home Office online Prevent training.</p> <p><u>Write up the Committee SWOT analysis as an action plan:</u> The self-assessment had been positive, with only succession planning and Corporation buy-in identified as areas for improvement. JG had prepared a paper proposing actions.</p> <p><u>Obtain full details of the local DSL network, its terms of reference, meeting schedules, structure, membership, etc.:</u> The Operational Designated Safeguarding Lead Mr R Hillas ("RH") would speak to this during his briefing.</p> <p><u>Add to the Policy and Procedure Schedule the other documents that make up or support the safeguarding policy framework, to show what an expanded monitoring remit would look like:</u> This had been done and was on the Agenda.</p>
STRATEGIC AND OPERATIONAL UPDATE	
<div>6</div> <div>i</div> <div>ii</div> <div>iii</div> <div>iv</div> <div>v</div> <div>vi</div> <div>vii</div> <div>viii</div>	<p>OPERATIONAL REPORT</p> <p>It was agreed that this item would be taken out of time.</p> <p><u>Mid-Year Safeguarding Update</u></p> <p>RH presented the mid-year safeguarding activity report and Members noted as follows:</p> <p><u>Serious Incidents and Local Risks</u></p> <p>A recent serious incident and the repercussions for the College and wider community was discussed. RH said the College was working with local partners to provide a joined-up response. Security patrols had been increased in high-risk localities.</p> <p>Current local risks, both related to the incident, and separate from it, were noted.</p> <p><u>Staffing</u></p> <p>Staff levels were adequate with no significant vacancies. Since the previous meeting, an appointment had been made to an additional role which was based across the sites. RH said the role was currently funded from the (post-Covid recovery) Tuition Fund and while this was expected to be available again in 2023-24, provision had been made in the department budget to retain the post, just in case.</p> <p><u>Personal Development and Enrichment</u></p> <p>Recent development and enrichment activities had included:</p> <ul style="list-style-type: none"> ➤ Rape and sexual abuse workshops run by Kirklees Rape & Sexual Abuse Centre; ➤ Knife crime awareness workshops; and ➤ A Prevent session where a former right-wing extremist shared his experiences. <p>A Member remarked on the challenging of reaching all students with appropriate messaging. The Member asked how appropriate student groups were identified and targeted. RH explained that there were frequent reviews of need and recently there had been a focus on apprentices as the external quality review team had recommended that the College increase its personal development offer for them.</p> <p><u>Staff Training and Development</u></p> <p>A whole staff development day on 22 March would focus on safety, wellbeing and safeguarding. RH gave examples of some of the items on the programme. Of particular interest was a training session on the use of the Police Intelligence Portal.</p>

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	RH said the College felt this was a valuable resource; it was already the biggest contributor in the borough but the ambition was to train more staff to use it.
09.30	<i>Ms P Harrow joined the meeting.</i>
ix	RH reported on a Designated Safeguarding Lead (“DSL”) network meeting he had attended. He said the meetings, every other month, were for school and college DSLs to share best practice, experience, intel and discuss key trends. Each meeting had a theme. RH would attend on a regular basis going forwards.
	<u>Referral Trends and Caseload</u>
x	The safeguarding caseload was discussed continued to be dominated by mental health issues. Another key area of focus was exploitation. The number of cases to date (up to the previous week) was 1,311, an increase of 39% on the same point in 2021-22. RH said the rate of referrals was still increasing and he expected the year-end figure to be far higher than the previous year.
xi	The Committee emphasised the need to track the volume of concerns referred to the Safeguarding Team which were not safeguarding concerns, as they were still part of the workload. A Member commented that, even with such matters taken account of, the number of cases was a very rough proxy for the volume of work the team was undertaking; it would be helpful to know the breakdown of cases by complexity.
xii	RH said his team had started monitoring the non-safeguarding matters more closely and would look at trends in the hope of finding ways to reduce the number being referred to them, such as by providing further training for the wider College team. The Strategic Designated Safeguarding Lead Ms P Harrow (“PH”) (who had joined the meeting) said, in addition, there were plans to start classifying cases into categories by complexity and degree of risk. She said, if the Team adopted that strategy, by the next meeting there would potentially be a more complete picture of the caseload.
4	ANNUAL SAFEGUARDING REPORT
i	It was noted that the purpose of the annual safeguarding report was to provide assurance in respect of the College safeguarding arrangements and compliance with “Keeping Children Safe in Education”.
ii	The Committee reviewed the draft report (a more slimline version of what was produced in previous years). It included a wealth of data and analysis, picking up on themes discussed in previous Committee meetings. An introductory section outlined the Corporation’s safeguarding responsibilities and described the structure of the Safeguarding Team and the role of Ofsted in regard to safeguarding.
iii	<p>PH confirmed that</p> <ul style="list-style-type: none"> ➤ The College had both an Operational Designated Safeguarding Lead (RH) and a Deputy Designated Safeguarding Lead (PH). ➤ 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.
iv	There was discussion about the risk that an external reader without a nuanced understanding of the College approach might react with alarm to the high number of cases. While Members agreed with PH that the impact of a safeguarding failure would be significantly worse than that of any misunderstanding on the part of an external stakeholder, they pointed out that prefacing the data summary section of the report with some commentary explaining how the College regarded its high volume of cases and the increasing numbers might be very helpful for someone coming to the

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v	<p>report cold. There was firm agreement that the thorough approach the College took to the detection of risk and early intervention was the main reason for its impressive record of preventing serious harm.</p> <p>The Committee discussed the culture of the College, which was the foundation for its cross-sector reputation as an institution with a highly effective and compassionate safeguarding response. A Member said a good example was that, a few years previously, when the Safeguarding Team had identified an imbalance in terms of male/female student safeguarding referrals, it had seen the gap as a sign of 'missing' referrals and worked hard to promote its services to the students who <i>were</i>n't using it, and to remove possible barriers, so that not only had the gap closed but it was now tipping the other way.</p>	Report Item 1
vi	<p>Corporation Report: The Committee considers that the Safeguarding Annual Report 2021-22 provides a high level of assurance in terms of statutory compliance and gives a well-evidenced account of the challenges the College confronted and how it responded. Governors should not regard the high numbers of safeguarding cases and the year-on-year increase in referrals as concerns but as a strong indicator of a thorough and conscientious approach to risk identification and management.</p>	
5	<p>STRATEGIC REPORT</p> <p><u>Employers and Subcontracting</u></p> <p>i Members were pleased to hear that there was a strategic focus on safeguarding in subcontracted provision and workplace settings that College students went into, in particular apprentices. Safeguarding and Prevent guidelines had been produced and sent to all employers and subcontractors, who were now required to sign up to them.</p> <p><u>Low Level Concerns and Reporting Policy</u></p> <p>ii The statutory guidance Keeping Children Safe in Education had introduced new requirements for dealing with low-level concerns about the behaviour of teachers, other staff, volunteers and contractors. PH said it was likely that in the next Ofsted inspection, the College would be asked how many low-level concerns it had logged and what lessons had been learned. Additional training was being rolled out for staff on professional boundaries and the use of the CPOMS system.</p> <p><u>Partnership Working</u></p> <p>iii The meeting reflected on the ripple effects of local incidents on the College community and across the town. PH said anything that happened in Huddersfield impacted on College students. In discussion, Members agreed that the College had a significant role to play in a multi-agency strategic response, along with the police, local authority, probation service, and local DSL network.</p> <p>iv The Principal Mr P Singh ("PS") said North Huddersfield Trust School was keen to be part of a joined-up approach to tackling some of the social problems in the Borough which underpinned the high levels of youth violence and crime. Alison Lowe OBE, the West Yorkshire Deputy Mayor for Policing and Crime was another key player; there was a lot happening in the space but there was a need for a strategic plan for the next 5-10 years and the College could take a lead on this.</p> <p>v In discussion, Members agreed that the College had an important role to play in alleviating poverty and social inclusion among its students - while avoiding straying too far beyond its core charitable purpose. It must not, however, spread itself too thinly, particularly in terms of its staff resource. It would need to be mindful of this and monitor it going forwards.</p>	

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MONITORING	
7	POLICY AND PROCEDURE MAINTENANCE SCHEDULE
i	As requested at the previous meeting, JG had added to the Schedule documents which were ancillary to the main safeguarding suite, including those listed in the Safeguarding Policy. It had transpired that the list in the Safeguarding Policy was out of date following the recent review of the Code of Conduct.
ii	Action: Amend the list of related policies/procedures in the Safeguarding Policy to reflect recent changes to the document suite.
iii	Two documents were in need of attention: a new Information Security Policy was under review, as was the Health and Safety Policy. JG highlighted an error in her report: the Compliments and Complaints Policy and Procedure would in fact be ready for approval at the March Quality, Performance & Standards Committee meeting.
iv	Corporation report: The Committee reviewed the status of the key policies and procedures which underpin safeguarding. Since the previous meeting, some additional items have been added to the Schedule which is now split into 'core' items (required by Keeping Children Safe in Education and under the Prevent Duty) and 'ancillary' items which support safeguarding such as the Health and Safety Policy. All core items were in place and up to date and the Committee had assurance that gaps in the ancillary items list would soon be filled.
8	LINK GOVERNOR REPORT ON 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 Head of HR and one of the HR Business Partners to discuss the College's arrangements for securing and updating the record. She 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.
GOVERNANCE AND ADMINISTRATION	
9	COMMITTEE DEVELOPMENT
i	The key action identified during the Committee's self-assessment was to ensure that the Corporation's succession plan included actions to replace the Committee's current members when they eventually stepped down; similarly the Safeguarding Link Governor. Committee Member Dr A Williams said he planned to step down in July 23.
ii	Action: Ask the People, Culture & Governance Committee to succession plan for the Committee's membership and the Safeguarding Link Governor role.
10	DATE OF NEXT MEETING
i	Action: Identify a new date for the next Committee meeting in late June or early July.
11	PUBLICATION OF PAPERS
i	RESOLVED: (i) All papers to be withheld from publication except for: - the previous meeting's minutes; - the Policy and Procedure Schedule and cover paper.

Items of Report for Corporation		
#	Details	Min
1.	The Committee considers that the Safeguarding Annual Report 2021-22 provides a high level of assurance in terms of statutory compliance and gives a well-evidenced account of the challenges the College confronted and how it responded. Governors should not regard the high numbers of safeguarding cases and the year-on-year increase in referrals as concerns but as a strong indicator of a thorough and conscientious approach to risk identification and management.	4vi
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