

Kirklees College Corporation

## SAFEGUARDING COMMITTEE

### Minutes of a meeting held from 14.30-16.30 on 3 October 2023 in the Conference Suite, Waterfront, Huddersfield Centre

Present:	Mrs C George Mr G Hetherington Mr F Parvez Mr P Singh Dr 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 P Harrow Mr R Hillas	Director of Governance Vice Principal Curriculum and Innovation Designated Safeguarding Lead – Strategic Designated Safeguarding Lead – Operations

Item	Action/ Report Item
<b>PRELIMINARY ITEMS</b>	
<b>1 APPOINTMENT OF CHAIR, WELCOME AND INTRODUCTIONS</b>	
i Independent Member Mrs C George (“CG”) was re-appointed as the Committee Chair. She welcomed everyone to the meeting.	
<b>2.1 NOTICE AND QUORUM</b>	
i Due notice of the meeting had been given and the meeting was quorate.	
<b>2.2 APOLOGIES FOR ABSENCE</b>	
i There were no apologies.	
<b>2.3 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.	
<b>3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
i <b><u>RESOLVED:</u></b>	
(i) To approve the minutes of 3 July 2023 as an accurate record.	
ii <u>Matters arising not on the Agenda</u>	
Designated Safeguarding Lead Strategic Mrs P Harrow (“PH”) gave a brief update on a case history shared at the last meeting.	
<u>Update on Agreed Actions</u>	
iii <u>Safeguarding Training for Governors:</u> New guidance would come into force at the end of this year and there was still work to do on this. PH said the Kirklees Prevent team offered	

Item		Action/ Report Item
iv	a Governor training package which the College could use. There was also Education & Training Foundation training modules online.	RH, CT
v	<b>Action:</b> Designated Safeguarding Lead Operational Mr R Hillas to liaise with the new Director of Governance to plan Governor child protection and Prevent training.	
vi	<u>Terms of Reference:</u> Amended Terms of Reference were in the pack. The proposed changes were concerned with IT and filtering and monitoring, reflecting the key changes to Keeping Children Safe in Education.	
vii	<u>Explore whether any funding might be available for new post to support care leavers:</u> The Principal Mr P Singh (“PS”) was attending a national event with Matthew Gordon, CEO of the Care Leaver Covenant and would pick this up with him.	PS
viii	<b>Action (rolled over):</b> Explore whether any funding might be available for new post to support care leavers.	
ix	<u>Ensure the Quality Team is aware that complaints about safeguarding are dealt with in the same way as all other complaints:</u> This had been actioned.	
x	<u>Add Smoothwall to the Committee Schedule of Business:</u> This had been actioned.	
STRATEGIC AND OPERATIONAL UPDATE		
4	<b>STRATEGIC REPORT</b>  <u>Violence Reduction Unit Collaborative Project</u>  i The Committee discussed the key findings from a research project the College had been involved in in partnership with the Violence Reduction Unit. The findings revealed the scale of student concerns about local risk and personal safety, as well as the impact of the cost of living crisis. Over 50% of students surveyed had said they were not able to eat three meals per day and 25% had said they sometimes skipped College due to lack of money and fuel poverty. The survey findings in relation to addictions to online gambling and pornography were concerning, albeit unsurprising.  ii Most of the safety concerns identified via the survey related to the locality (town centre, bus terminal, railway station) rather than the College campus, or to other circumstances of students’ lives beyond the College’s control. Nonetheless, the College was responding to the extent it could; increasing CCTV coverage, stepping up security, delivering pastoral sessions about addictive online behaviours, operating its food bank and providing free breakfasts. PH said completing the report was a key step in promoting a deeper understanding of the lived experience of College students, particularly those whose lives were impacted by serious violence.  iii <b>Action:</b> Bring a paper exploring how the Violence Reduction Unit sponsored project work and findings will feed into the College strategy.  iv PS said he had spoken with PH at length about systems leadership and the role the College could play to influence the West Yorkshire policy response to the serious challenges the community was confronting and to help drive systemic change.	PH
MONITORING		
5	<b>CHILD PROTECTION AND SAFEGUARDING POLICY</b>  i PH spoke to her paper, saying the key change was the emphasis on filtering and monitoring, which had now stepped up significantly and responsibility was now clearly located with designated safeguarding leads, with an accompanying expectation that Governors would monitor the effectiveness of the filtering system.	

Item		Action/ Report Item
ii	<b>Action:</b> Add to the Committee's schedule of business an annual report and a mid-year report on the effectiveness of the filtering and monitoring system(s) in College. Also add to the role description for the Safeguarding Link Governor discussing filtering and monitoring at the annual check of the Single Central Record.	CT
iii	There were also some additional new requirements around staff recruitment; online searches were now required during staff and Governor recruitment.	
iv	<b>Corporation report:</b> The Committee reviewed an updated version of the College Child Protection and Safeguarding Policy, which is recommended for Corporation approval. The Committee is satisfied that the new version of the policy appropriately reflects this year's changes to <i>Keeping Children Safe in Education</i> , has the best interests of the child at heart, and is clear, transparent and easy to understand by the anticipated audiences.	Report Item 1
<b>6</b>	<b>DRAFT ANNUAL SAFEGUARDING REPORT</b>	
i	Designated Safeguarding Lead Operational Mr R Hillas ("RH") presented the Annual Safeguarding Report, which detailed how, during the previous year, the College had met the safeguarding standards set out in regulations and in law, as well as Ofsted's expectations. The contents of the report were noted and, following discussion, the Committee agreed that there was strong assurance that the College had met relevant expectations and had satisfied its duty of care.	
ii	The Committee noted that there had been a 30% increase in safeguarding incidents between 2021-22 and 2022-23, which had contributed to an overall 71% increase over the period 2020-21 to 2022-23. The caseload had changed slightly during that time; some categories had reduced while others increased.	
iii	RH said the Committee would see a dip in mental health casework in future reporting but this was due to a reclassification of certain mental ill health issues, so that only those presenting an immediate safeguarding risk to individuals would appear in the data reported to the Committee. Another key change was that the safeguarding incident data would be split between 'internal' and 'external' incidents, to more clearly distinguish between the situation in College and what was happening beyond the campus; this would show the College as a safe place with few incidents.	
iv	A Member referred to a table on page two of RH's cover report showing numbers of incidents by curriculum area, saying it would be useful to know what proportion of students this represented in each case. 333 incidents in Foundation Learning sounded like a lot but it might be a small fraction of a large cohort. Similarly for the next table which showed incidents by campus. RH said future reports would include this contextual information to aid understanding.	
v	PS said the College was wrestling with some big social problems which were strongly intersected with poverty. While fully compliant with its legal duties to safeguard and promote the welfare of children and young people, it had limited ability to address the root causes of safeguarding issues that arose externally. Nonetheless, the College chose to put a lot of focus on addressing welfare issues and trauma as barriers to learning. With the Government catch up funding ending, Kirklees Council struggling financially, and other third and public sector partner organisations making cuts to services, a priority for the College management team would be to find a way to continue funding the vital work of the student experience and pastoral teams. PS had met with the Council's interim Strategic Director for Children's Services and asked that he keep the College informed about what the authority was planning, so that it could respond.	
vi	PS said the Further Education Commissioner would be visiting the College in November; he would pick up the conversation with her.	

Item		Action/ Report Item
<b>7</b>	<b>POLICY AND PROCEDURE MAINTENANCE SCHEDULE</b>	
i	The schedule continued to show an improved position. One item that was overdue was the Safeguarding and Child Protection Policy and Procedure, which had just been discussed by the Committee. The Director of Governance Ms J Green ("JG") said, once the Corporation approved the amended version, this would be RAG rated Green.	
ii	JG said she understood that the Positive Behaviour Policy had been reviewed and that new appendices had been added, outlining clear processes for dealing with attendance. The Policy itself had not changed. The item could be RAG rated Green - with the caveat that JG had not had actual sight of it to confirm whether it had a document control page.	
iii	The Grievance Policy remained under review. The HR team was accessing support from solicitors firm Irwin Mitchell as they were currently without a strategic lead. Changes to the policy would need to be discussed with the trade unions, so there would not be a quick turnaround. However, the delay did not mean much from the safeguarding perspective, as there was a separate procedure for staff to report safeguarding concerns.	
iv	JG's report highlighted the need for Governors to gain assurance that the policy framework was effective. She had added a column to the Policy and Procedure spreadsheet where there was an additional RAG status – to indicate the level of assurance the Corporation could have in terms of the adequacy of each document. JG emphasised the need for managers to remind Governors of the need to reflect on whether documents brought to them for approval had the best interests of the child at heart and were clear, transparent and easy to understand by anticipated audiences.	
v	<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), the only document on the schedule that is overdue for review will be the Grievance Policy and Procedure, which is a work in progress.	Report Item 2
<b>7</b>	<b>TERMS OF REFERENCE</b>	
i	<b>Corporation report:</b> The Committee recommends some changes to its Terms of Reference to reflect changes to Keeping Children Safe in Education.	Report Item 3
<b>GOVERNANCE AND ADMINISTRATION</b>		
<b>8</b>	<b>GOVERNOR TRAINING</b>	
i	JG said with PH's help, she had managed to locate the safeguarding training course for Governors promoted by the Education & Training Foundation. She said now that she had drawn up the list of areas Governors needed to cover in training, she would compare the training materials with that list to see what was not covered, which would likely be the data protection bits. She would also check the GDPR Sentry training for Governors to check what it covered.	
<b>9</b>	<b>DATE OF NEXT MEETING</b>	
i	Monday 27 February 2024 at 1pm.	
<b>10</b>	<b>PUBLICATION OF PAPERS</b>	
i	<b><u>RESOLVED:</u></b>  <b>(i) Papers marked 'confidential' on the Agenda to be withheld from publication.</b>	

Items of Report for Corporation		
#	Details	Min
1.	The Committee reviewed an updated version of the College Child Protection and Safeguarding Policy, which is recommended for Corporation approval. The Committee is satisfied that the new version of the policy appropriately reflects this year's changes to <i>Keeping Children Safe in Education</i> , has the best interests of the child at heart, and is clear, transparent and easy to understand by the anticipated audiences.	5iv
2.	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), the only document on the schedule that is overdue for review will be the Grievance Policy and Procedure, which is a work in progress.	6v
3.	The Committee recommends some changes to its Terms of Reference to reflect changes to Keeping Children Safe in Education.	7i

Agreed Actions				
#	Min	Action	Who	By When
1.	3v	Designated Safeguarding Lead Operational Mr R Hillas to liaise with the new Director of Governance to plan Governor child protection and Prevent training.	RH, CT	Next mtg
2.	3viii	Explore whether any funding might be available for new post to support care leavers.	PS	Next mtg
3.	4iii	Bring a paper exploring how the Violence Reduction Unit sponsored project work and findings will feed into the College strategy.	PH	Next mtg
4.	5ii	Add to the Committee's schedule of business an annual report and a mid-year report on the effectiveness of the filtering and monitoring system(s) in College. Also add to the role description for the Safeguarding Link Governor discussing filtering and monitoring at the annual check of the Single Central Record.	CT	Next mtg