

Kirklees College Corporation

## SAFEGUARDING COMMITTEE

### Minutes of a meeting held 1430-1630 on 23 April 2024 held in HA5009 Waterfront Centre, Huddersfield

Present: C George Independent Governor (Chair)  
G Hetherington Independent Governor  
F Parvez Independent Governor  
P Singh Executive Governor

Attendance: 4/4 = 100% KPI 80% Quorum: 3

In attendance:

J Arechiga	Deputy Principal of Curriculum and Innovation
J Armitage	HR Business Partner (Item 9 only)
P Harrow	Designated Safeguarding Lead – Strategic
P Lucarz	Executive Director, People & Culture (Item 9 only)
A McGowan	Deputy Designated Safeguarding Lead
L Robinson	Safeguarding Advisor
C Tague	Director of Governance & Compliance
L Watson (LW)	Governance Support Officer (clerk)

Item	Action/ Report Item
<b>PRELIMINARY ITEMS</b>	
<b>1</b>	<b>WELCOME AND INTRODUCTIONS</b>
	The Chair welcomed everyone to the meeting and introductions were made.
<b>2.1</b>	<b>NOTICE AND QUORUM</b>
	Due notice of the meeting had been given and the meeting was quorate.
<b>2.2</b>	<b>APOLOGIES FOR ABSENCE</b>
	There were no apologies.
<b>2.3</b>	<b>DECLARATIONS OF INTEREST</b>
	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>3.1</b>	<b>APPROVAL OF PREVIOUS MINUTES</b>
	<b>RESOLVED:</b> The minutes of the meeting held on 3 October 2023 were approved as an accurate record.
<b>3.2</b>	<b>MATTERS ARISING NOT ON THE AGENDA</b>
	No matters were raised.

Item	Action/ Report Item	
3.3	<p><b>UPDATE ON AGREED ACTIONS</b></p> <ol style="list-style-type: none"> <li>1. <b>Designated Safeguarding Lead Operational Mr R Hillias to liaise with the new Director of Governance to plan Governor child protection and Prevent training</b> – to be discussed at item 10.</li> <li>2. <b>Explore whether any funding might be available for new post to support care leavers</b> – PS advised that there was nothing in the pipeline at the moment, but the DfE was aware of the request.</li> <li>3. <b>Bring a paper exploring how the Violence Reduction Unit sponsored project work and findings will feed into the College strategy</b> – to be considered under item 7.</li> <li>4. <b>Add to the Committee’s schedule of business an annual report and a mid-year report on the effectiveness and the filtering and monitoring system(s) in College</b> – actioned.</li> <li>5. <b>Add to the role description for the Safeguarding Link Governor discussing filtering and monitoring at the annual check of the Single Central Record</b> – actioned.</li> </ol>	
<b>STRATEGIC AND OPERATIONAL UPDATE</b>		
4	<p><b>STRATEGIC OVERVIEW REPORT</b></p>	
4.1	<p>P Harrow (PH) Designated Safeguarding Lead (DSL), presented a report to the Committee which provided a brief overview of developments in safeguarding. It was noted that there were no substantive changes planned for <i>Keeping Children Safe in Education 2024/2025</i>.</p>	
4.2	<p>The Committee was updated on key changes to the statutory guidance <i>Working Together to Safeguard Children</i>. This included substantive changes to Section 17 (Child in Need) of the Children Act 1989, which would see the lead practitioner responsibility transfer to DSLs and Safeguarding teams. This was a matter of concern, particularly as the assessment process was lengthy and associated workload substantial. A McGowan (AM) Deputy Safeguarding Lead, advised that the DSL network had recently met and subsequently written to the Kirklees Safeguarding Board for more clarity on the changes and expectations on DSLs moving forward.</p>	
4.3	<p>The Committee raised a number of issues and expressed serious concerns as to the proposals, highlighting the potential risks to young people and impact on the College, particularly given there did not appear to be any additional financial or staffing resources proposed to accompany the change in responsibility.</p>	
4.4	<p>It was agreed that PH would liaise with P Singh (PS) Principal &amp; CEO, to write a formal letter on behalf of the College and Safeguarding Committee to the local authority, MPs and the DfE, to set out the case, ask for clarity and raise the College’s serious concerns as to the proposals, as well as the potential inconsistency of application across the country.</p>	
4.5	<p><b>Action:</b> A formal letter to be composed and sent on behalf of Corporation, to be signed by the Committee Chair and Chair of Governors.</p>	<b>PH</b>
4.6	<p>The Committee was advised that RiPPLE had now been installed on all College devices. This was a free tool which identified when a student (or member of staff) typed</p>	

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4.7	<p>in any question or form of words relating to suicide, self-harm or suicidal ideation, and automatically clicked through to a page which checked wellbeing and offered further support and resources. The Committee was advised that this was confidential and that the system was now available if any members wanted to test its application.</p> <p>Members welcomed its introduction and asked that further consideration be given as to whether this could be developed across additional platforms and widened out to other providers and employers, and whether reference to digital wellbeing could be built into procurement processes.</p> <p><b>Action:</b> Investigate building something in to the procurement process to ensure the supply chain is cognisant of the digital tools available, in relation to “digital wellbeing.”</p>	PH
<b>MONITORING</b>		
5	<b>DSL OPERATIONAL REPORT</b>	
5.1	A McGowan (AM) Deputy Safeguarding Lead presented a report which provided an overview of the current safeguarding position. The Committee noted that safeguarding incidents in the College were projected to reach 2,340 by 2024/25 and that the College had a high number of students on a social care or early help plan, compared to other colleges.	
5.2	The Committee considered the number of threats of violence detailed in the report. The internal incidents were new incidents committed by students who haven’t yet had a risk assessment. There was no link to gangs and the students involved had no previous convictions. This suggested that gang culture remained external and was not infiltrating the College, which was very reassuring.	
5.3	<b>Action:</b> A report to be created detailing how many of the recorded threats of violence took place online.	LR
5.4	<p>The Committee discussed the internal incidents reported in the category of Sexual Harassment and Sexual Assault and a Member asked how the College was addressing the issue in terms of education, and requested more data on these incidents. It was noted that thankfully these numbers were relatively low.</p> <p>Members discussed the incidents of homelessness detailed in the report. It was agreed that assurance was needed that this issue was being dealt with. It was noted that the report also showed that exploitation numbers were falling and were low in comparison with the local area.</p>	
5.5	<b>Action:</b> A deep dive into the data to be undertaken and a report produced on the key findings.	AM
5.6	Members discussed whether current staffing levels on the safeguarding team were satisfactory. The Committee was advised that interviews were being held for an additional member of staff to assist with workload. The Chair thanked the team for their continued hard work.	
5.7	AM said the College was now part of Operation Encompass, a police and education early information sharing partnership, which enabled schools and colleges to offer immediate support for children and young people experiencing domestic abuse. This was seen as a very positive step for the College. It was noted this had taken over five years to achieve and was a significant step forward. The Chair congratulated the team.	
5.8	The Committee discussed the recent incident of an under-18 student, who was found	

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5.9	<p>one morning sleeping rough outside the College. Two members of the estates team had found the student, recognised the situation as a safeguarding issue and looked after the student until help could be found. On a positive note, the student was still attending College, as a result of the actions of all involved.</p> <p><b>Action:</b> A thank-you letter to be sent to the two members of staff involved.</p>	PH
<b>6</b>	<b>SAFEGUARDING LESSONS LEARNED</b>	
6.1	<p>Kirklees College Safeguarding Week was held 8-12 April 2024. Sessions were held for staff and students, and were specifically tailored to target relevant students and incident hotspots. Various external organisations came on site to deliver the sessions, with topics including rape culture and PREVENT. 28 sessions were delivered, with 406 students attending. 5 sessions had been held for staff, with 32 attending. It was noted that feedback had so far been very positive and the data would be collated into a report when it was all received.</p>	
6.2	<p>PS added that this data would be useful for Q3 PMRs so SLT could support the SG team in taking this forward, and celebrate any active participation in this area.</p>	
6.3	<p><b>Action:</b> A succinct summary of the data to be prepared for consideration at SLT.</p>	AM
<b>7</b>	<b>VIOLENCE REDUCTION UNIT UPDATE – VERBAL UPDATE</b>	
7.1	<p>The Committee heard how the VRU-sponsored project work and findings would feed into the College and Members were advised that funding for the VRU was secured until March 2025.</p>	
7.2	<p>The Committee heard that despite funding constraints, the College would continue to receive support from Yorkshire Mentoring who had created an innovative new programme of VR knife crime workshops, called Wrong Look, Wrong Time, Wrong Place. The programme was installed and works on VR headsets, to provide users with an immersive training experience on the dangers of knife crime. The College PCSO recently attended the relevant training sessions, so was now able to deliver the workshops to students and staff.</p>	
<b>8</b>	<b>LINK GOVERNOR ASSURANCE ON MAINTENANCE OF SCR</b>	
8.1	<p>The Chair was due to meet with the People and Culture team shortly after the meeting to review the SCR and would confirm to the Committee shortly thereafter whether assurance had been provided.</p>	
<b>9</b>	<b>TRAINING</b>	
	<p><i>P Lucarz and J Armitage entered the meeting at 15:40.</i></p>	
9.1	<p>Philippa Lucarz (PL) Executive Director People &amp; Culture introduced J Armitage (JA) HR Business Partner, who would lead on recruitment and safeguarding, going forward.</p>	
9.2	<p>The Committee received a verbal update on mandatory module compliance within the College. To date, 33 staff had not completed their safeguarding training. It was noted that this figure included new starters who were in their first 4 weeks of working at the College. More data was needed to establish the reasons for non-completion of the mandatory modules, which were similar to those in the previous year.</p>	
	<p><i>P Lucarz and J Armitage left the meeting at 15:50.</i></p>	

Item		Action/ Report Item
<b>10</b>	<b>GOVERNOR SAFEGUARDING TRAINING</b>	
10.1	C Tague (CT) Director of Governance & Compliance presented a paper on Governor Safeguarding Training. The statutory guidance <i>Keeping Children Safe In Education</i> states that Governors must receive training on various aspects of safeguarding. It was agreed that an in-person training session would be held before the next Corporation.	
10.2	The Committee discussed succession planning for a new Safeguarding Committee Chair, as the current Chair's term would end in 2025. It was agreed that this should be discussed at Corporation on 8 May 2024.	
10.3	A member of the Committee advised that they had recently attended the Prevent training session which had proved valuable and relevant, with a lot of useful information. The Committee agreed that Prevent should be discussed at the next meeting.	
10.4	<b>Action:</b> A Governor Safeguarding Training session to be held pre-Corporation, on 8 May 2024.	<b>CT/PH</b>
<b>11</b>	<b>POLICY AND PROCEDURE MAINTENANCE SCHEDULE</b>	
11.1	CT presented a report on the policies and procedures schedule, which had been produced to ensure that the College's safeguarding policies were effective, in place, and up to date.  The Committee reviewed the policy schedule and was satisfied as to the assurances given.	
	<b>CLOSE</b>  There being no other business, the Chair thanked everyone for their contributions and the meeting closed at 16:10.	
<b>GOVERNANCE AND ADMINISTRATION</b>		
<b>12</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 25 June 2024 at 12.30pm.	
<b>13</b>	<b>PUBLICATION OF PAPERS</b>	
13.1	<b>RESOLVED:</b> Any items marked confidential on the meeting agenda shall not be published.	

Items of Report for Corporation		
#	Details	Min
1.	<p>The Committee were updated on key changes to the statutory guidance Working Together to Safeguard Children and the substantive changes to Section 17 (Child in Need) of the Children Act 1989, which would see the lead practitioner responsibility transfer to DSLs and Safeguarding teams. The DSL network has written to the Kirklees Safeguarding Board for more clarity on the changes and expectations on DSLs moving forward.</p> <p>The Committee raised a number of issues and expressed serious concerns as to the proposals, highlighting the potential risks to young people and impact on the College, particularly given there does not appear to be any additional financial or staffing resources proposed to accompany the change in responsibility. Given this, it is proposed that a formal letter be sent on behalf of the College and Safeguarding Committee to the local authority, MPs and the DfE, to set out the case, ask for clarity and raise the College's serious concerns as to the proposals.</p>	
2.	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.	
3.	Ofsted expects schools and colleges to keep a Single Central Record 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 Keeping Children Safe in Education, will ensure the SCR is well-managed and up to date. The Committee will be assured when the Governor is satisfied by the processes in place to keep the record secure, correct and up to date.	
4.	The Committee reviewed the status of the key policies and procedures which underpin safeguarding. The Committee was assured that key policies would be kept up to date and reviewed, as per the schedule.	

Agreed Actions				
#	Min	Action	Who	By When
1.	4.5	A formal letter to be composed and sent on behalf of Corporation, to be signed by the Committee Chair and Chair of Governors.	PH	Next mtg
2.	4.7	Investigate building something in to the procurement process to ensure that the supply chain is cognisant of the digital tools available, in relation to "digital wellbeing."	PH	Next mtg
3.	5.3	A report to be created detailing how many of the recorded threats of violence took place online.	LR	Next mtg
4.	5.5	A deep dive into the safeguarding data to be undertaken and a report produced on the key findings.	AM	Next mtg
5.	5.9	A thank-you letter to be sent to the two members of staff recently involved in assisting the student affected by homelessness.	PH	Next mtg
6.	6.3	A succinct summary of the data gleaned from Safeguarding Week to be prepared for consideration at SLT.	AM	Next mtg
7.	10.4	Governor Safeguarding Training session to be held pre-Corporation, on 8 May.	CT/PH	By 8 May