

Safeguarding (including child protection

Herefordshire, Ludlow and North Shropshire College including County Training, visitors are safeguarded and that the Prevent Duty is adhered to. Policies and procedures needed to access support is aware of the procedure to use. The College staff, students and governors are made aware of developments in this area. The adults receiving education and training at the College. It is recognised that some allegations of abuse and the protection of vulnerable adults. The College is committed to the protection of students.

2020 has been complicated by the COVID 19 virus. The College has adapted its procedures. An appendix was added to the Safeguarding policy to ensure that safeguarding related issues and students were working and studying from home from March to June/July 2020. This has brought safeguarding challenges.

LEADERSHIP AND MANAGEMENT

There is a clear commitment to Safeguarding throughout the organisation and within college plans

Action	By When	By Whom
Safeguarding records are maintained and audited and particularly in light of COVID 19	Jun-21	DB/ DDSLs
Looked After Children records are maintained	Jul-21	BJ/SH/DDSLS
Children with Education and Health Care Plans are supported and monitored	May-21	BJ/NH/JR/Aps
Safeguarding recording mechanism/system My Concern is monitored to ensure its effectiveness	Jul-20	DB/ Committee
Review safeguarding policy to ensure up to date with latest guidance to include peer or peer and contextual safeguarding and any other areas that come to the forefront	Jul-21	DB

Review staff conduct policy	Jul-21	DB
Policies and processes reflect latest legislation and guidance and are reviewed on a regular basis to ensure that this is the case. In line with current Working Together document and relevant guidance	Jul-21	DB/Committee
Designated Safeguarding Lead, Deputies and members of the Safeguarding Committee continue to be trained to the appropriate level and are aware of the latest developments	Jul-21	DB
Safeguarding records are discussed at each Committee meeting to identify high risk areas and categories. Auditing arrangements also ensure that actions are being progressed.	Jul-21	DB/Committee
Recording and monitoring arrangements for all sites are harmonised.	Jul-21	DB/Committee
Committee members are promoted and are clearly identified to staff and students and photographs of Committee members are added	Dec-20	Committee
There continues to be a clear Prevent strategy in place together with an appropriate action plan detailing how the College will fulfill its responsibilities under the Prevent Duty	Jul-21	Committee
External links are made with regard to Prevent with the local Police, Channel Committee, Council and Department of Business, Innovation and Skills	Jul-21	DB
Safeguarding matters are embedded within the curriculum offer including the Prevent Agenda with particular regard for British Values	Jul-21	CMT/OMT
College SARs include safeguarding and child protection with clear action plans in place	Jul-21	CMT/OMT
Inter-agency relationships are established and maintained to ensure improvement in College safeguarding practices	Jul-21	Committee
All staff and students are aware that safeguarding and child protection is a high priority for the College and understand the policies and procedures relating to it	Jul-21	Committee

Governors are informed and new Governors are appropriately trained. Training to include the Prevent Duty and current issues such as sexting, child sexual exploitation and female genital mutilation	Jul-21	DB
Policies and procedures are in place to protect staff and students whilst using social media streams. Smoothwall	Jul-21	DB/Committee
Appropriate guidance on information sharing is in place for staff and training given	Jul-21	DB/Committee
Ensure that standardisation when using safeguarding risk assessments	Jul-21	DB/Committee
Ensure that arrangements are in place in the event of a Prevent related incident	Jul-21	DB/Committee
Ensure guidance is in place for visitors, contractors, employers, students and staff	Jul-21	DB/Committee
Committee members are provided with up to date contact details for all relevant agencies and services within Herefordshire, Shropshire, Worcestershire and Wales as appropriate	Jul-21	DB/Committee
A stand alone Mental Health Strategy is in place and communicated to all staff	Mar-21	DB/Committee
All relevant parties including staff and Governors are aware and have read the appropriate parts of KCSIE September 2020	Dec-20	CMT/OMT
Review safeguarding arrangements across the College to ensure alignment following merger in November 2018	Feb-21	CMT

STUDENTS

HLNSC will ensure that effective arrangements are in place to ensure that its students have a high awareness of child protection and safeguarding arrangements

Action	By When	By Whom
Assess student needs and recognise and action safeguarding issues particularly in light of COVID 19	Jul-21	Committee/ CMT/OMT
Provide student publications and media giving guidance on safeguarding issues	Jul-21	Committee
Ensure students are aware of College safeguarding procedures including Prevent and mental health	Jul-21	Committee
Ensure students are aware of support mechanisms	Jul-21	Committee
Make students aware of internet and social media safety	Jul-21	Committee
Ensure that students are made aware of the Prevent Duty and how it relates to them	Jul-21	Committee/ CMT/OMT
Ensure students are aware of mental health support mechanisms	Dec-21	OMT/CMT
Ensure that students are aware of the procedure for reporting safeguarding and child protection issues including concerns around extremist views	Jul-21	Committee/ CMT/OMT
Ensure that students are aware of current SG issues, i.e. sexting, sexual exploitation, Prevent and female genital mutilation through a variety of activities and events including tutorials	Jul-21	Committee
Student lanyards are in place with checks to ensure students recognise the importance of them	Jul-21	CMT/ Committee

STAFF

HLNSC is committed to continually training and informing its staff

Action	By When	By Whom
Ensure recruitment and induction procedure reflect current safeguarding procedures	Jul-21	DB

Ensure that all staff are appropriately trained in the Prevent Duty and how it relates to them and their students	Jul-21	Committee/ CMT/OMT
Ensure that all relevant staff feel comfortable in dealing, appropriately, with discussions with their students around extremism, radicalisation and terrorism as necessary or they are aware of who to go to for support	Jul-21	Committee/ CMT/OMT
To harmonise lockdown procedure across College and to ensure all staff are aware of it in the case of a Prevent related incident - Run, Hide, Tell	Jul-21	Committee/ CMT/OMT
Ensure that all new staff undertake the on-line package as part of their job offer	Jul-21	DB
Appropriate staff are trained to universal, targeted or specialist. Safeguarding Committee members to specialist	Jul-21	DB
Staff receive regular safeguarding training appropriate to their roles and responsibilities	Jul-21	DB/OMT/CMT
Ensure that staff are aware of policies and procedure in place for the protection of themselves and students whilst using social media streams	Jul-21	DB/Committee
Current guidance and legislative requirements are adhered to to ensure safer recruitment	Jul-21	DB
Ensure that staff are aware of the strategy in place for information sharing through noticeboards and staff development activities	Jul-21	DB/Committee
Ensure that staff are kept aware of current SG issues, i.e. sexual exploitation and female genital mutilation	Jul-21	Committee
DSL and Deputy DSL job descriptions to reflect their roles in line with latest Working together guidelines	Jul-21	DB
Ensure that relevant staff are trained in out of county & cross-border safeguarding referral processes	Jul-21	Committee

FACILITIES

HLNSC is committed to providing a safe and healthy environment for its staff and students

Action	By When	By Whom
Ensure that safety is paramount throughout college facilities	Jul-21	MG/CMT
Audits take place to ensure the existence and relevance of risk assessments throughout the organisation particularly in respect of criminal convictions	Jul-21	GC/DB
Procedures are in place to inform and monitor contractors and visitors to college sites	Jul-21	MG/GC
Ensure that evacuation procedures are in place, communicated and relevant	Jul-21	GC/MG/DB
Ensure that the arrangements in place for the event of a Prevent related incident are relevant to the College premises	Jul-21	DB/Committee/ MG
Ensure that suitable IT arrangements are in place to monitor Prevent and safeguarding related sites and communication - Smoothwall	Jul-21	DB/Committee/ MG
Review site security	May-21	CMT/MG/BJ

SUPPORT SERVICES

HLNSC is committed to providing comprehensive and effective student support arrangements

Action	By When	By Whom
Ensure that effective student support and Student Services mechanisms are in place	Jul-21	CMT Committee
Steps are taken to ensure student safety whilst on Work Based Learning or Work Experience	Jul-21	JG/DB/JR

Visitors, contractors, guest speakers etc are provided with written information regarding the College's commitment to safeguarding	Jul-21	DB
Accommodation procedures highlight safeguarding	Jul-21	JR/BJ
Ensure that college catering facilities continue to promote healthy eating and wellbeing	Jul-21	MG/CMT

and the Prevent Duty) Annual Plan 2020/21

HLNSC, recognises its statutory duty to ensure that its students, staff, governors and procedures are in place to ensure that the College's processes are known and that any ensures that its policies reflect the latest legislation and guidance and ensures that College is committed to functions promoting the welfare of children and vulnerable adults are also vulnerable to abuse, accordingly, the procedures may be applied to limited to ensure that effective arrangements are in place to safeguard its staff and

cesses in order to deal with the changes in study and work arrangements. An issues were detected and dealt with in a timely manner whilst the majority of staff to the 2020/21 academic year remote learning is still in place and will continue to

Actions taken	Impact of Actions	Achieved Y/N	Date achieved
MyConcern electronic system has been implemented across the whole College.	The chronological reporting ability is far improved and accurate with MyConcern. Teams and tasks are set easily and monitored effectively		
Ensure that all LACs are detailed on the LAC log and are monitored through relevant department	LACs will be monitored and supported to achieve their qualifications		
Monitoring and support mechanisms are in place and have been amended to suit the COVID 19 situation	EHCP students continue to have the support that they require to keep them at College and to succeed in their studies		
A more effective and efficient recording system is required due to the growth of the organisation and different, diverse sites	More effective and easily monitored systems in place to ensure student safety. Standardise concern raising and trail		
Rewrite to reflect addition of infactuation procedures, peer on peer abuse procedures, sexting policy for example	Up to date and clear guidance for staff on existing and new safeguarding issues		

Review areas covered and add behaviour around sexting, inappropriate language, challenging language and behaviour, boundaries, use of personal mobile phones and face book with learners	Wider responsibility for safe environment		
Policies are reviewed and changed when new legislation or guidance is in place	Up to date, relevant, procedures for staff and students to follow		
The DSL and Committee members are trained to Specialist level	College understand learner and staff issues and put actions in place to improve		
There is a standing agenda item on each Committee meeting	College understand learner and staff issues and put actions in place to improve. Serious events are discussed to ensure continual learning and improvement		
DB to complete the integration of CT policies and procedures into those of HLNSC	Process is consistent and understood		
Committee members names are on posters around the College, the application form, induction and	Learners and staff are aware		
Prevent strategy has been written and disseminated and is reviewed on a regular basis	Staff, students and Governors are aware of the Prevent Duty and how it affects them		
DSL to ensure sound links with local councils as responsibility moves to them for Prevent related incidents and issues	College has links to these specialists and internal procedures reflect their advice and the Local arrangements		
Teaching staff have been provided with Prevent and British Values information and materials and they are covered within the scheme of work	Students are exposed to the issues around extremism and radicalisation and are given the opportunity to explore it in a safe environment if and when necessary		
Safeguarding is included within curriculum SARs for 2020/21	Safeguarding is embedded within College culture		
DSL is a member of Executive committee of the HSCB on which	Ensure the use of experts to improve procedures		
Safeguarding information is provided in different forms including intranet, induction, posters, College forms, training sessions	Improve knowledge of procedures		

Samrtlog on line package to continue to be used together with face to face events as allowed due to COVID 19	Governors can contribute. Two governors, including the chair of governors, attend the safeguarding meetings.		
Smoothwall monitors use and provides management with reports	Safer College environment		
Policy is in place and disseminated	Heighten staff awareness of the need to share information		
Standard paperwork is used and managed by members of the SG Committee and Principal	Heighten staff awareness of the need to share information		
Lockdown policy and procedure is in place and ahs been reviewed to reflect current Police advice and staff have been made aware of it	Ensure that staff are aware of the guidelines for such a situation and can keep themselves and their students as safe as possible		
Leaflets to be made available for these groups.	Ensure that all are aware of the guidelines for such a situation and can keep themselves and students as safe as possible		
Credit card sized information to be created for wearing within ID badge lanyard	Committee members have contact details to hand to improve response time for the resolution of student issues		
Strategy to be written together with an action plan	Ensure clear information and approach to MH is in place		
Monitor via iHCM	Up to date knowledge of KSCIE and responsibilities		
Instruct external audit	To ensure arrangements are effective and appropriate and are harmonised across the College		

Actions taken	Impact of Action		
The enrolment and induction process identifies students requiring support. Assessments are undertaken and students added to the College's safeguarding log for monitoring purposes.	Learner issues dealt with quickly and appropriately		
Application, enrolment, induction, tutorials, posters, intranet all provide information	Improved learner awareness		
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Application, enrolment, induction, tutorials, posters, intranet all provide information	Improved learner awareness		
Tutorials cover esafety together with other sessions from external organisations such as West Mercia Police	Improved learner awareness		
Each November a week of Prevent sessions is organised for all students to attend	Staff, students and Governors are aware of the Prevent Duty and how it affects them		
publicise and inform via induction and training sessions	Students to be aware of support in place		
Each November a week of Prevent sessions is organised for all students to attend	Incidents are reports and investigated in a professional and appropriate manner		
Tutorials cover this together with other sessions from external organisations such as West Mercia Police	Improved awareness and safety		
Students are identified.	Staff can approach individuals not wearing a lanyard to ask for identity and purpose of visit.		

Actions taken	Impact of Action		
Policies reviewed each time legislation or guidance changes	Improve the safety of the learner environment		

Home Office package is available together with face to face staff development sessions throughout the year	Improve understanding and the ability to deal with situations as required		
Face to face training and Home Office package are available	Improve understanding and the ability to deal with situations as required		
Procedure has been disseminated annually on noticeboard and OMT members have discussed it with their staff	Staff know what to do in the case of a Prevent related incident on College premises		
On line training is mandatory and part of the job offer	Understanding of expectations		
Universal training is on line for all staff. External trainer is organised at every staff development day to deliver targeted and specialist training	Understanding of expectations		
As above plus specific training for CSE, Prevent etc	Understanding of expectations and responsibilities		
Policies in place and available on Moodle. Training sessions provided to staff also	Safer College environment		
DSL monitors guidance and legislation and changes policies and procedures as necessary	Legal compliance and safer environment		
Staff are communicated with on a regular basis starting with induction and job offer	Safer College environment and improved dealing of student issues		
Information provided on specific topics through on line and face to face training as well as newsletters and noticeboard	Improved awareness of current issues in order to keep students safe		
Review JDs	Ensure duties are in line with guidance		
DSL and some Deputy DSLs are trained	Clarity over procedures & requirements in differing counties		

Actions taken	Impact of Action		
	Safe and healthy environment, equipment and facilities		
Risk assessments are monitored to ensure appropriate level of risk	Safe working practices to minimise injury		
Contractors policy in place together with visitor and contractor ID badges	Minimise potential risk to students and staff		
Fire and lock down procedures in place	Safe working practices to minimise injury		
DSL has local contacts for Channel Committee and Police so would deal with such an incident. Incidents are recorded separately of the safeguarding log	Ensure that staff are aware of the guidelines for such a situation and can keep themselves and their students as safe as possible		
Smoothwall produces weekly reports highlighting attempts to access Prevent related sites.	Control of information being accessed by students, staff and visitors and relevant action taken		
Arrange external review of site security particularly at Hereford and Oswestry campuses	Improve security for staff and students and all users of the sites and to ensure that control of safeguarding related matters such as County Lines and potential Prevent related incidents in the future		

Actions taken	Impact of Action		
Students are assessed on enrolment for support needs. A comprehensive procedure is in place to provide the support required.	Improved student ability to deal with own issues		
Students are assessed on enrolment for support needs. A comprehensive procedure is in place to provide the support required.	Safe environment with minimal potential risk to student		

External speakers policy is in place and used regularly. External speakers are recorded on the College's central record. Leaflets are in draft form	All people on site are aware of and vigilant to safeguarding matters		
DBS checks and premises checks are undertaken	Safe environment with minimal potential risk to student		
Chartwells provide healthy options	Students and staff are healthier		