

QUALITY AND STANDARDS COMMITTEE

22nd November 2017

ANNUAL CHILD PROTECTION AND SAFEGUARDING REPORT 2016/17

This report is being submitted for approval and referral to the Corporation.

1. Safeguarding Panel

The safeguarding panel met 3 times during the academic year. Membership of the Panel was:-

Val Ainsworth, Chair of Governors
Igor Andronov, Governor
Debra Baldwin, Director of Personnel and Designated Safeguarding Lead (DSL)
Gill Cooper, Health and Safety Advisor
Mandy Davis, Head of Learner Services
Jonathan Gill, Assistant Principal, Faculty of Technology
Alyson Moon, Assistant Principal, Faculty of Community Studies
Sally Cassels, Learner Services Officer, Ludlow College
Alison Wells, Student Support Adviser
Carl Morris, Head of Ludlow College
Laura Milatos, Business Development and Welfare Coordinator, County Training
Atlanta Hazlewood, Student Support Adviser

The panel discussed various safeguarding and child protection arrangements within the College:-

- Overview of safeguarding arrangements at County Training
- Review of individual safeguarding/child protection
- Safeguarding log improvements
- HSCB updates
- Draft safeguarding Action Plan 2016/17
- Accidents and near misses statistic
- Smoothwall improvements and reports
- Introduction of ECINS database
- Safeguarding entries, actions and updates
- Review of 2016/17 Safeguarding action plan
- Safeguarding support at Ludlow College
- SSCB Impact Assessment forms
- SSCB April Briefing
- West Midlands Safeguarding Children Procedures website
- Escalation procedures
- Continuing arrangements for the Prevent Duty
- Police Event Notifications
- Review of safeguarding Action Plan 2015/16
- Student, staff and Governor training
- Risk assessing students for criminal convictions and extreme behaviour

2. Prevent Duty

The College continues to ensure that its responsibilities under the Prevent Duty are fulfilled and that effective policies are in place to deal with and report any related incidents.

Governor, staff and student received training during the 2016/17 year. The DSL provided Governors with a workshop in July 2017. An external trainer provided Prevent awareness training for students over a week in November 2016 and will repeat these in November 2017.

Various staff sessions were arranged both on staff development days and at other times of the year.

The Prevent Sub Group, which was first established in September 2015, was amalgamated into the Safeguarding Panel meeting. It was felt that sufficient direct focus had been given to the Prevent Duty when it was first published and that the Prevent Sub Group had monitored and actioned the necessary requirements of the Duty over the last 2 years.

The members of the Prevent Sub Group were also members of the Safeguarding Panel so the transition was smooth and focus is still being given to this area.

3. County Training

Carl Morris, Director of County Training, and Laura Milatos, Business and Welfare Co-ordinator, attend the organisation's Safeguarding Panel meetings. The DSL and Laura Milatos have met over the 2016/17 year to discuss policies and procedures for the two parts of the organisation being brought together.

County Training continue to use the safeguarding database on which to record incidents within County Training. The database is an effective way of recording information from which to produce regular reports.

Laura has produced an annual report covering the 2016/17 year. A summary of the full year for County Training is detailed in section 4 below.

4. Reported Incidents

4.1 *Hereford, Holme Lacy and Ludlow College*

- **Incidents recorded - comparison**

2014/15 - 179

2015/16 - 156

2016/17 - 170

170 new cases of safeguarding, child protection or vulnerable adult protection were reported in 2016/17. Other incidents occurred but to students who were already on the safeguarding log. In this instance additional information is added to the existing record.

The Excel spread sheet used to report incidents at Hereford and Holme Lacy is becoming problematic and not fit for purpose. The DSL and Panel members are therefore looking at a bespoke package, My Concern, to improve the recording and auditing of incidents.

Ludlow College continue to record their incidents separately which is working well. Should a bespoke package be used in the future then consideration will be given to bringing all of the recording logs together into one.

Monthly auditing of the safeguarding logs continued at Hereford and Ludlow College to ensure that logs were updated with relevant information and dealt with in a reasonable time frame.

Alison Wells and Atlanta Hazlewood, Student Support Advisers, continued to support those students with serious safeguarding and/or child protection issues.

A tab for Prevent related incidents is still used on the safeguarding log. No Prevent related incidents have been recorded in 2016/17.

Regular reports were written during 2016/17 and submitted to the College Management Team, the Safeguarding Panel, the Prevent Sub Group, the Quality and Standards Committee and the Board.

Analysis of 2014/15, 2015/16 and 2016/17 cases:-

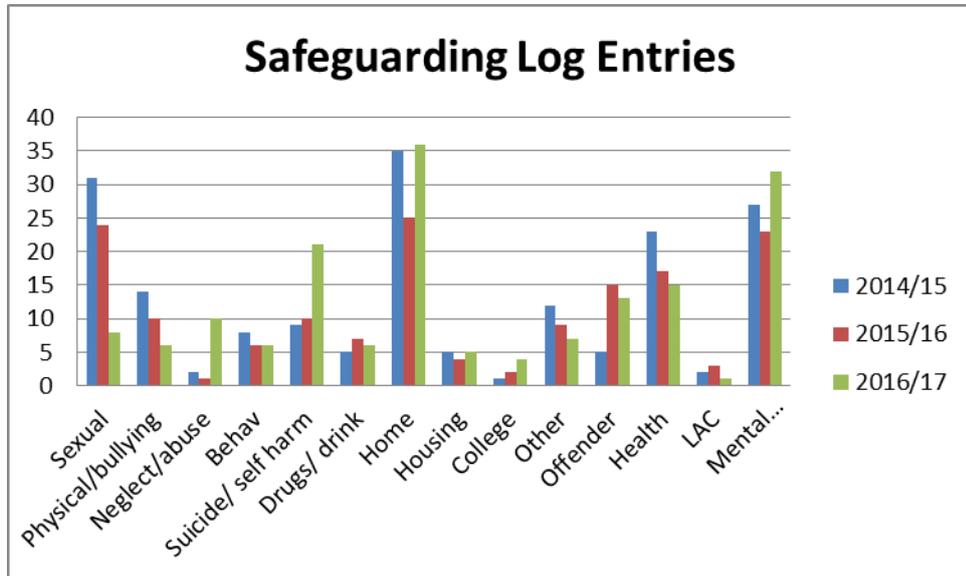
- **Year comparison - gender**

2014/15 - Male 49%, Female 51%
2015/16 - Male 51%, Female 49%
2016/17 - Male 40%, Female 60%

- **Year comparison – age**

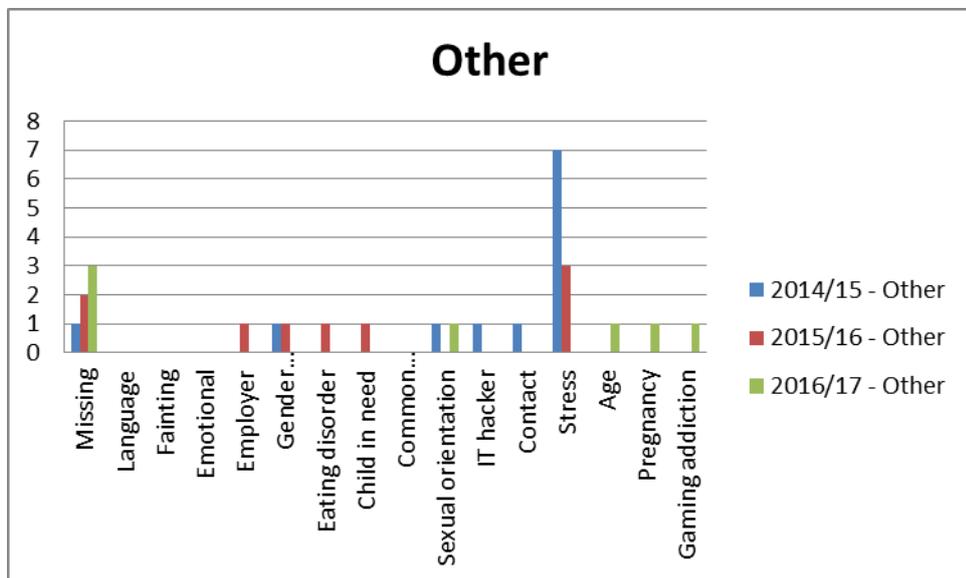
	Under 18	18+
2014/15	44%	56%
2015/16	48%	52%
2016/17	66%	34%

- Analysis of incidents by category reported on central log 2014/15, 2015/16 and 2016/17



- Analysis of 'Other' category for 2014/15, 2015/16 and 2016/17

The category 'other' accounted for 7 of the 170 recorded incidents in 2016/17



4.2 County Training

Incidents for the 2016/17 year have been recorded on County Training's database and managed by Laura Milatos and Sue Maguire.

The Annual report details the following:-

Summary of all cases

Date cases were referred	Bullying & harassment	Other	Abuse	Domestic Violence	Substance Misuse	Mental Health	Housing Issues	E-Safety including sexting	Missing	Radicalisation/extremism	Total for period
August		1				3					4
September		1	2		1	3	2				9
October	1		1			2	1				5
November		1	1			3					5
December		1	1	1		1					4
January						1	1				2
February		2	1					1			4
March							3		1	1	5
April	1		1						2		4
May		1			1	1	3				6
June		1				2	2				5
July	1					1					2
Total	3	8	7	1	2	17	12	1	3	1	55

The main issues that students are experiencing relate to mental health which account for 31% of incidents recorded. Mental health is further broken down into self-harm, depression, suicidal tendencies and anxiety.

1 case concerned an adult learner with the other 54 being under 18 year old learners.

Child protection cases by type

Date cases were referred	Child Sexual Exploitation	Other	Emotional abuse	Physical abuse	Self-Harm	Sexual abuse	Housing Issues	Suicidal	Child neglect	Depression or Anxiety	Substance Misuse	Missing	Number of Cases
August													0
September		1		1		1					1		4
October			1										1
November				1	1								2
December													0
January							1						1
February				1									1
March							1						1
April				1								1	2
May							1						1
June							1						1
July													0
Total		1	1	4	1	1	4				1	1	14

5. Looked After Children (LACs)

The term 'looked after children and young people' is generally used to mean those looked after by the state, according to relevant national legislation which differs between England, Northern Ireland, Scotland and Wales. This includes those who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care.

The term is also used to describe 'accommodated' children and young people who are looked after on a voluntary basis at the request of, or by agreement with, their parents.

LAC students within the College are provided with the relevant support that they need in order to learn and succeed in their studies. The LAC log continues to record and monitor these students together with being recorded on faculty's 'at risk' registers and discussed at regular faculty meetings.

LAC learners are also recorded as such on the College's central learner system, QL.

6. Vulnerable learner flag

The vulnerable learner flag system is still used to identify those individuals who are recorded on the safeguarding log. This flag enables learners to be tracked when moving from course to course or when returning to the College in the future.

The VL flag ensures that the relevant senior manager is informed by a member of the Admissions team when a student, with a VL flag on their QL record, applies for a place within their faculty. The senior manager can then access the safeguarding log to see the reasons for the VL flag. This helps to ensure that the learning is continually supported, wherever they study in the College, and also ensures that those students who have been refused a place previously are considered and risk assessed again.

7. Risk assessment procedure

The risk assessment procedure has been amended slightly to confirm its use for assessing learners who are displaying severe behavioural issues.

This procedure is still working well and provides managers with a tool to assess learners with criminal convictions and whose behaviour is of concern.

These learners are recorded on the safeguarding log with additional detail regarding their convictions and any related incidents.

8. The Disclosure and Barring Service, Teaching Prohibition and Disqualification by Association.

The DBS and Teaching Prohibition system is embedded into staff recruitment procedures.

A new addition to this is the need to question staff working with fewer than 8 year olds about the people who they live with. The Disqualification by Association legislation only relates to staff working within the College's nursery. A form has been introduced which staff are asked to complete at interview stage.

These checks are recorded on the College's single record together with List 99 and ensure that staff employed is suitable to work with learners.

9. Training

The Herefordshire Safeguarding Children Board's Universal, Targeted and Specialist training continued within 2016/17.

All members of the College's Safeguarding Panel, including the two Governor representatives, are encouraged to attend Specialist training.

During the Specialist training a number of developments within the Safeguarding, Child Protection and Prevent arena were discussed and the DSL is working to ensure that these are covered by the College's practices.

Mandatory on line training is undertaken by all staff which covers the information required within the Universal course. Targeted training is undertaken by teaching staff, managers and those members of staff who work closely with learners.

Staff have been taken through Prevent related training and an online package is now available from the Home Office for new staff to complete and for existing staff to use as a refresher. Specific training is provided when required and this year has covered areas such as sexting, child sexual exploitation, forced marriage and female genital mutilation.

10. Herefordshire Safeguarding Children Strategic Board and Shropshire Safeguarding Children Board.

Changes have been made to the structure of the HSCB. Debra Baldwin, Director of Personnel and Designated Safeguarding Lead (DSL) continues to be a member of the Strategic Board. This is the Board that has overall responsibility for the safeguarding and child protection arrangements within the County. Other members of the Board include the majority of agencies within Herefordshire and provide a good opportunity for forging links and gaining up to date information.

Sally Cassels, Learner Services Officer, Ludlow College, has links with the Board in Shropshire and receives regular updates.

11. Action Plan 2016/17

The action plan was reviewed and monitored by members of the Safeguarding Panel throughout the year to ensure that actions were undertaken in a timely manner and remained relevant. The majority of actions were completed with only one being taken forward to the 2017/18 academic year. Prevent related actions were added to the plan and received by the Prevent Sub Group.

12. Action Plan 2017/18

An action plan for 2017/18 has been developed, copies of which have been provided to members of the Quality and Standards Committee, attached to this report.

Debra Baldwin
Director of Personnel and Designated Safeguarding Lead
15th November 2017