

# DRAFT

## Safeguarding (including child protection and the Prevent Duty) Annual Plan 2019/20

The merger with North Shropshire College on 1st November 2018 has been integrated into the plan for this year rather than holding separate documents.

Herefordshire, Ludlow and North Shropshire College including County Training, HLNSC, recognises its statutory duty to ensure that its students, staff, governors and visitors are safeguarded and that the Prevent Duty is adhered to. Policies and procedures are in place to ensure that the College's processes are known and that any individual needed to access support is aware of the procedure to use. The College ensures that its policies reflect the latest legislation and guidance and ensures that staff, students and governors are made aware of developments in this area. The College is committed to functions promoting the welfare of children and vulnerable adults receiving education and training at the College. It is recognised that some adults are also vulnerable to abuse, accordingly, the procedures may be applied to allegations of abuse and the protection of vulnerable adults. The College is committed to ensure that effective arrangements are in place to safeguard its staff and students.

### LEADERSHIP AND MANAGEMENT

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

Action	By When	By Whom	Actions taken	Impact of Actions	Achieved Y/N	Date achieved
Safeguarding records are maintained and audited	Aug-19	DB/ DDSLs	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	Yes	Aug-19
Looked After Children records are maintained	Jul-20	VMc/ DDSLs	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		
Safeguarding recording mechanism/system is now in place My Concern.	Jul-20	DB/ panel	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	Yes	Sep-19
Review safeguarding policy to ensure up to date with latest guidance to include peer or peer and contextual sg	Jul-20	DB	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	Y	Nov-19
Review staff conduct policy	Jul-20	DB	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 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-20	DB/ panel	Policies are reviewed and changed when new legislation or guidance is in place	Up to date, relevant, procedures for staff and students to follow		

Designated Safeguarding Lead, Deputies and members of the Safeguarding Panel continue to be trained to the appropriate level and are aware of the latest developments	Jul-20	DB	The DSL and panel members are trained to Specialist level	College understand learner and staff issues and put actions in place to improve		
Safeguarding records are discussed at each panel meeting to identify high risk areas and categories. Auditing arrangements also ensure that actions are being progressed.	Jul-20	DB/Panel	There is a standing agenda item on each panel meeting	College understand learner and staff issues and put actions in place to improve. Serious events are discussed to ensure continual learning and improvement		
Recording and monitoring arrangements for all sites are harmonised.	Jul-20	Panel	DB to complete the integration of CT policies and procedures into those of HLC	Process is consistent and understood	Yes	Aug-20
Panel members are promoted and are clearly identified to staff and students and photographs of panel members are added	Jul-20	Panel	Panel members names are on posters around the College, the application form, induction and	Learners and staff are aware	Photos still required	
There is 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-20	DB/ panel	Prevent strategy has been written and disseminated and is reviewed on a reglar basis	Staff, students and Governors are aware of the Prevent Duty and how it affects them		
External links are made with regard to Prevent with the local Police, Channel Panel, Council and Department of Business, Innovation and Skills	Jul-20	DB	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		
Safeguarding matters are embedded within the curriculum offer including the Prevent Agenda with particular regard for British Values	Jul-20	CMT/OMT	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		
College SARs include safeguarding and child protection with clear action plans in place	Jul-20	CMT/OMT	Safeguarding is included within curriculum SARs for 2016/17	Safeguarding is embedded within College culture		
Inter-agency relationships are established and maintained to ensure improvement in College	Jul-20	Panel	DSL is a member of Executive committee of the HSCB on which	Ensure the use of experts to improve procedures		
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-20	Panel	Safeguarding information is provided in different forms including intranet, induction, posters, College forms, training sessions	Improve knowledge of procedures		
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-20	DB	The Home Office on line package to continue to be used together with face to face events	Governors can contribute. Two governors, including the chair of governors, attend the safeguarding meetings.		
Policies and procedures are in place to protect staff and students whilst using social media streams. Smoothwall	Jul-20	DB/Panel	Smoothwall monitors use and provides management with reports	Safer College environment		
Aproprate guidance on information sharing is in place for staff and training given	Jul-20	DB/Panel	Policy is in place and disseminated	Heighten staff awareness of the need to share information		
Ensure that standardisation when using safeguarding risk assessments	Jul-20	DB/Panel	Standard paperwork is used and managed by members of the SG Panel and Principal	Heighten staff awareness of the need to share information		
Ensure that arrangements are in place in the event of a Prevent related incident	Jul-20	DB/Panel	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		

Ensure guidance is in place for visitors, contractors, employers, students and staff	Jul-20	DB/Panel	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		
Panel members are provided with up to date contact details for all relevant agencies and services within Herefordshire, Shropshire, Worcestershire and Wales as appropriate	Jul-20	DB/Panel	Credit card sized information to be created for wearing within ID badge lanyard	Panel members have contact details to hand to improve response time for the resolution of student issues		

## STUDENTS

HLC 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	Actions taken	Impact of Action		
Assess student needs and recognise and action safeguarding issues	Jul-20	Panel/ CMT/OMT	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		
Provide student publications and media giving guidance on safeguarding issues	Jul-20	Panel	Application, enrolment, induction, tutorials, posters, intranet all provide information	Improved learner awareness	Y	Nov-18
Ensure students are aware of College safeguarding procedures	Jul-20	Panel	Application, enrolment, induction, tutorials, posters, intranet all provide information	Improved learner awareness	Y	Nov-18
Ensure students are aware of support mechanisms	Jul-20	Panel	Application, enrolment, induction, tutorials, posters, intranet all provide information	Improved learner awareness	Y	Nov-18
Make students aware of internet and social media safety	Jul-20	Panel	Tutorials cover esafety together with other sessions from external organisations such as West Mercia Police	Improved learner awareness	Y	Nov-18
Ensure that students are made aware of the Prevent Duty and how it relates to them	Jul-20	Panel/ CMT/OMT	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	Y	Nov-18
Ensure that students are aware of the procedure for reporting safeguarding and child protection issues including concerns around extremist views	Jul-20	Panel/ CMT/OMT	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	Y	Nov-18
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-20	Panel	Tutorials cover this together with other sessions from external organisations such as West Mercia Police	Improved awareness and safety	Y	Nov-18
Student lanyards are in place with checks to ensure students recognise the importance of them	Jul-20	CMT/ Panel	Students are identified.	Staff can approach individuals not wearing a lanyard to ask for identity and purpose of visit.		

## STAFF

HLC is committed to continually training and informing its staff

Action	By When	By Whom	Actions taken	Impact of Action		
Ensure recruitment and induction procedure reflect current safeguarding procedures	Jul-20	DB	Policies reviewed each time legislation or guidance changes	Improve the safety of the learner environment		
Ensure that all staff are appropriately trained in the Prevent Duty and how it relates to them and their students	Jul-20	Panel/ CMT/OMT	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		

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-20	Panel/ CMT/OMT	Face to face training and Home Office package iare available	Improve understanding and the ability to deal with situations as required		
Ensure all staff are aware of the Lock Down Procedure in the case of a Prevent related incident - Run, Hide, Tell	Jul-20	Panel/ CMT/OMT	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		
Ensure that all new staff undertake the on-line package as part of their job offer	Jul-20	DB	On line training is mandatory and part of the job offer	Understanding of expectations		
Appropriate staff are trained to universal, targeted or specialist. Safeguarding panel members to specialist	Jul-20	DB	Universal training is on line for all staff. External trainer is organised at every staff development day to deliver targetted and specialist training	Understanding of expectations		
Staff receive regular safeguarding training appropriate to their roles and responsibilities	Jul-20	DB/OMT/C MT	As above plus specific training for CSE, Prevent etc	Understanding of expectations and responsibilities		
Ensure that staff are aware of policies and procedure in place for the protection of themselves and students whilst using social media streams	Jul-20	DB/Panel	Policies in place and available on Moodle. Training sessions provided to staff also	Safer College environment		
Current guidance and legislative requirements are adhered to to ensure safer recruitment	Jul-20	DB	DSL monitors guidance and legislation and changes policies and procedures as necessary	Legal compliance and safer environment		
Ensure that staff are aware of the stragety in place for information sharing through noticeboards and staff development activities	Jul-20	DB/Panel	Staff are communicated with on a regular basis starting with induction and job offer	Safer College environment and improved dealing of student issues		
Ensure that staff are kept aware of current SG issues, i.e. sexual exploitation and female genital mutilation	Jul-20	Panel	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		
DSL and Deputy DSL job descriptions to reflect their roles in line with latest Working together guidelines	Jul-20	DB	Review JDs	Ensure duties are in line with guidance	Y	Sep-18
Ensure that relevant staff are trained in out of county & cross-border safeguarding referral processes	Jul-20	Panel	DSL and some Deputy DSLs are trained	Clarity over procedures & requirements in differing counties	Y	Oct-18

## FACILITIES

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

Action	By When	By Whom	Actions taken	Impact of Action		
Ensure that safety is paramount throughout college facilities	Jul-20	RB/CMT	Safety assessments are undertaken to ensure compliance	Safe and healthy environment, equipment and facilities		
Audits take place to ensure the existence and relevance of risk assessments throughout the organisation particularly in respect of criminal convictions	Jul-20	GC/DB	Risk assessments are monitored to ensure appropriate level of risk	Safe working practices to minimise injury		
Procedures are in place to inform and monitor contractors and visitors to college sites	Jul-20	RB/GC	Contractors policy in place together with visitor and contractor ID badges	Minimise potential risk to students and staff		
Ensure that evacuation procedures are in place, communicated and relevant	Jul-20	GC/RB/DB	Fire and lock down procedures in place	Safe working practices to minimise injury		
Ensure that the arrangements in place for the event of a Prevent related incident are relevant to the College premises	Jul-20	DB/Panel/Russ Bevan	DSL has local contacts for Channel Panel 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		
Ensure that suitable IT arrangements are in place to monitor Prevent and safeguarding related sites and communication - Smoothwall	Jul-20	DB/Panel/Russ Bevan	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		

## SUPPORT SERVICES

HLC is committed to providing comprehensive and effective student support arrangements

Action	By When	By Whom	Actions taken	Impact of Action		
Ensure that effective student support and Student Services mechanisms are in place	Jul-20	CMT Panel	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	Y	Oct-18
Steps are taken to ensure student safety whilst on Work Based Learning or Work Experience	Jul-20	JG/DB/JR	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	Y	Sep-18
Visitors, contractors, guest speakers etc are provided with written information regarding the College's commitment to safeguarding	Jul-20	DB	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		
Accommodation procedures highlight safeguarding	Jul-20	DW/MD	DBS checks and premises checks are undertaken	Safe environment with minimal potential risk to student	Y	Sep-18
Ensure that college catering facilities continue to promote healthy eating and wellbeing	Jul-20	RB/CMT	Chartwells provide healthy options	Students and staff are healthier	Y	Nov-18