

Safeguarding Action Plan 2015/16 – 2017/18

Review Date: January 2017







Rag Ratings

- Limited / No Progress
- On Track / on-going as planned
- Completed

Areas for development	Actions	Responsibility	Timescale	Progress RAG Rating	Commentary
Strategy and Policy					
	Revise policy and post on College website and staff Intranet and student VLE	VPCQ	Oct 2016	●	Complete – Policy updated based on new Guidance September 2016. To be circulated to all staff and included in CPD 21 October.
	Ensure that all staff are aware of the Safeguarding for all Policy and other key policy documents Review work experience policy, ensure it covers sole trader placement.	Work Experience Coordinator and H&S Officer	Jan 2017	●	To be reviewed at the Health & Safety Committee meeting 14/03/16. Meeting held with GA who is putting together a paper for SLT. There are some concerns over insurance for sole traders, they require Employers Liability Insurance and they would have to provide DBS check at a cost of £55. TeachFE would be used as an umbrella company to arrange DBS checks. Discourage students to use sole traders for work experience, however if this is the only way student can arrange work experience, then the sole trader must have ELI and NCS will cover the DBS cost. MS queried HE students using sole traders for work experience, further discussion to be held. Safeguarding and Prevent are included in workbooks. It was agreed that the Work Experience policy is changed to add a section on Sole Traders, confirming that they need to have ELI, Risk Assessments, DBS and Parental





Agenda Item 5.3 – Appendix 5 - Safeguarding Action Plan 2015 v7 (updated Jan 2017)

NB – See separate Action Plan for Prevent

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					consent before the student can carry out work experience with them. VPCQ queried a visit in the first week – SY/RC to discuss. Work Experience Policy has been updated and forwarded to Exec for authorisation.
	All new staff to read the “Keep Children Safe in Education – Part 1” document and complete online. Information for all Schools and College Staff. Currently around 20 staff outstanding to complete online training. HROD to work with Managers to chase individuals.	Head of HROD	Jan 2017		“Keep Children Safe in Education – Part 1” is issued with all new job offer letters. New statutory guidance issued in September 2016.
	Review Anti-Bullying Policy	DOL W&B	May 2016		Anti-Bullying Policy was reviewed at SLT and is included in the Safeguarding Policy.
	Review IT Data and Telecommunications Policy and develop a student friendly version incorporating safe use of IT Review policy in line with the Prevent Duty	Director of Estates, IT & Resources	Sept 2016		Policy amended and now incorporates Anti-Terrorism and Prevent. Review complete – Student friendly version to be completed. Policy updated and communicated to students via Induction, Code of Conduct, Speed Dating.
Ensure the College safeguards its students when using the College IT systems	Ensure acceptable use of IT is part of student behaviour and disciplinary procedure	VPCQ	Oct 2015		Completed.
	Ensure Prevent duty is incorporated into the IT Policy including a review of the Colleges firewall and filtering systems, including when individuals use their own device	Director of Estates, IT & Resources	March 2016		Specific reference to Prevent has been added to the IT Policy. College uses Impero and have purchased E-Safe as a safeguarding software and also use as a triage service.
	Ensure process is developed that	Director of	March 2016		







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	means that any attempts to access inappropriate websites including those that relate to extremism or terrorism is raised to the Safeguarding Team	Estates, IT & Resources			
	Promote safe use of social media	Student Engagement & Liaison Officer DoL D&W	Ongoing		Safer internet day is now an annual event. Links for the day can be found on the VLE. Also included in tutorials for the Passport.
Ensure educational visits are safely managed	<p>Review Educational Visits policy and documentation – address H and S as well as Safeguarding issues</p> <p>Review of Educational Visits policy has been implemented, reviewed and streamlined to ensure robust safeguarding procedures are followed.</p>	Director of Estates, H&S Officer and Designated Safeguarding Manager	Dec 2016		Existing policy requires reviewing for trips outside of normal College hours. Policy to be reviewed at Safeguarding Committee and H&S Committee. EV has been rewritten and forwarded to H&S Committee. EV1 and EV2 are being discussed at H&S Committee 05/05/16. Looking at putting into an electronic format over summer. MS queried whether a stripped down version can be developed for HE students. MS/RC to discuss. Session on EV process planned as part of T&D week. Director of IT & Resources has completed the reviews and will forward to DoLs and HoDs. EV Policy and process has been fully reviewed by HoDs and DoLs. The Policy is due for final sign off at the Health & Safety committee meeting on 11 October 2016. Revised policy has been agreed. RA's to be completed by 01/12/16.
	Guidance and training for all staff on any changes as a result of the review	H&S Officer	Ongoing		Process being reviewed for handover duties for Evening Duty staff. In place, details in diary and EV folder on Reception.







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Ensure strategic links with key agencies and ensure representation at key events/ meetings	<p>Develop new Safeguarding and Welfare team. Agree groups / key meetings to attend.</p> <p>Further develop links with Local Authorities (Peterborough and Lincolnshire) once staff in post</p>	DOL D&W	Ongoing		<p>Now a member of the Lincolnshire area College Prevent Network. SH is also a member of the EMFEC Network for Safeguarding. Also attending ACER Network meetings.</p> <p>Developing our links with the team. DoL D&W also a member of Stamford Mental Health forum. Drop-ins arranged with MIND Peterborough, Addaction and also Young Carers, Peterborough and Lincoln</p> <p>CPD Week July 2016, Dr Dan Petrie & Rob Vanduyndel delivered Mental Health sessions. Further sessions planned for Student Advisers, Welfare & Lead LSAs October 2016.</p>
Training and Development					
Ensure SLT and Governors are trained in the Colleges Safeguarding procedures	Review SLT and Governors safeguarding training programme	Head of HROD, VPCQ	Ongoing		All Governors have completed online Safeguarding and Prevent training.
	Arrange regular contact between SLT member with Safeguarding responsibility and lead Governor for Safeguarding to update on progress against Action Plan.	VPCQ	Ongoing		Meetings arranged with Lead Governor (Sarah Hobbs) and VPCQ – 19 Oct 2016, 14 Dec 2016, 8 Feb 2017, 5 April 2017, 17 May 2017, 12 July 2017.
Ensure all staff are trained in the College's Safeguarding procedures	Staff to receive training and updates annually.	Head of HROD	Reported on annually		As a result of new Statutory Guidance, all staff to complete annually. HR will organise annual training, log attendance and highlight those outstanding.
	Additional face to face training offered annually as part of June/July Training and Development Week.	Head of HROD	Oct 2016		Support staff have received refresher training. Face to face safeguarding training was held in October CPD day.







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	Ensure training on the following themes in the next 12 months <ul style="list-style-type: none"> • Child Sexual Exploitation • Female Genital Mutilation • Force Marriage • Mental Health • LGBT • Radicalisation and Extremism • Safeguarding referral process • Young Carers 	Head of HROD	Ongoing into 2017		Good attendance, those with training still outstanding identified and mop up sessions to be held. Update for CPD week June/July – ongoing training into following year. Prevent Child Sexual Exploitation Mental Health LGBT FGM - online Radicalisation and Extremism Safeguarding referral process Young Carers Planning further training for Prevent and Safeguarding in line with new Statutory Guidance.
Corporation Board					
Governors and SLT are to be kept up to date with Safeguarding issues	Operational reports to be produced and presented to Corporation Board at least annually.	VPCQ	July 2016		Ongoing
	Regular meetings/dialogue between VPCQ and the Lead Governor for Safeguarding.	VPCQ	Ongoing		Meetings arranged with Lead Governor (Sarah Hobbs) and VPCQ – 19 Oct 2016, 14 Dec 2016, 8 Feb 2017, 5 April 2017, 17 May 2017, 12 July 2017.
Human Resources					
All DBS checks are to be monitored and maintained by the HR team	HR to ensure compliance with DBS procedure and ISA notification. Risk assessment process in place that requires Principal signature. Audit Single Central Record – different types of staff.	Head of HROD	Ongoing		Audit carried out July 2016.
Leadership and Management					
The Safeguarding team are to	Safeguarding team meetings every	Designated	January 2016		Regular meetings between

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operate effectively and efficiently	three weeks to discuss individual cases and ensure strategic oversight of high priority needs/students	Safeguarding Manager and VPCQ			Safeguarding team to review serious cases.
	Termly meetings of the Equality, Diversity and Safeguarding Committee to review the action plan as well as preventative strategies and sharing good practice	VPCQ	January 2016		28 Sept 2016, 23 Nov 2016, 18 Jan 2017, 15 Mar 2017, 10 May 2017, 21 June 2017
Data analysis – student success and retention to be measured against safeguarding log	Cross reference student success and retention data with safeguarding files and intervention	Designated Safeguarding Manager, DoL D&W	Ongoing		Reports developed through ProMonitor and reported to Board, SLT and Safeguarding/E&D Committee.
	Ensure criminal conviction process is fully understood and document audited.	Designated Safeguarding Manager, DoL D&W	October 2016		CC report to be audited by DoL D&W. The CC process is to be reviewed for 2016-17 and tabled at CQSE & RAETG meetings to ensure clarity of process
	Establish ProMonitor as the key reporting tool.	Designated Safeguarding Manager, DoL D&W	August 2016		Data capture significantly improved, first reports went to SLT 18/05/16. Reports are completed regularly and provided to Governors.
Visitors and Contractors					
All visitors and contractors to follow the Colleges Safeguarding procedures and be aware of the Colleges values	Sign in process to be reviewed for visitors and contractors	Director of Estates, IT & Resources/Head of Marketing	February 2016		Leaflet reviewed for visitors – Reception staff have received training and have a script for when greeting visitors. Much more consistent with handing out Visitor leaflet. All Contractors are now collected from Reception.

Estates, Health, Safety and Wellbeing					
Staff and students safety whilst in College is to be paramount	Formal ID checks to be reintroduced	Director of Estates, IT & Resources; Safeguarding & Welfare Team	February 2016	●	Completed, door checks will continue. Checking of ID Badges remains a focus and priority and staff are checking at the start of every session.
	Safety at night to be promoted through “stay safe” campaign		February 2017	●	<p>A laminated sheet giving details of who to contact and that Channel 8 should be used is to be kept at Reception. This has been inserted into the Duty Manager folder.</p> <p>A more detailed look at what needs to be handed to evening class leaders via Reception. May be a credit card sized information card would do what is required.</p> <p>A Health & Safety staff induction information sheet has been produced. This sheet has been given to TeachFE to distribute to all teaching staff, both day and evening.</p>