New College Stamford

Safeguarding and Equality & Diversity Action Plan 2018/19

Review Date: April 2019

Rag Ratings

☐	Limited/No Progress
☐	On Track/on-going as

No	Areas for development	Actions	Responsibility	Timescale	Progress RAG Rating 🔴🟡🟢	Commentary April 2019
1	**Strategy and Policy**					
	Ensure that all staff are aware of the Safeguarding for All Policy and other key policy documents	• Review IT Data and Telecommunications Policy and modify fair usage of College Education platforms.	Director of IT & Resources	Sept 2019	🟡	DOITR to update VLE Policy for Google.
	Ensure the College safeguards its students when using the College IT systems	• Ensure Prevent duty is incorporated into the IT Policy. Firewalls and filtering are current, with wording and guidance provided by the Lincolnshire Counter Terrorism team.	Director of IT & Resources	Dec 2019	🟡	Sophos have provided a new reporting tool – training to be completed by IT Team.

As part of the IT upgrades delivered for the Digital Skills Centre, an upgrade to the existing firewall has been purchased. This additional feature should allow us to improve the reporting element of web based activities. Further investigation and planning is required to highlight the features which would be beneficial. Currently, the upgrade is planned for October 2018 half term. |
| | | • Ensure process is developed that means that any attempts to access inappropriate websites including those that relate to extremism or terrorism is raised to the Safeguarding Team.

• Further develop reporting structure and IT training. | Director of IT & Resources | Dec 2019 | | |
| | | • Promote safe use of social media and staying safe online. | Director of IT & Resources Student Services Manager | Ongoing | 🟢 | Online safety embedded into Tutorial programme.

Recent pilot inspection (Mar 19) highlighted that learners understanding of E-safety is consistently strong. |

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		• DoITR and SSM to develop tutorial programmes and workshops for staff and students.	Director of IT & Resources Student Services Manager		🟢	Safer Internet Day – 5 February 2019, Cross college events are held over the week. SEND students accessed tutorial 'Safety online' delivered by external speaker from Lincs County Council. Cross college tutorials – 'Your Footprint' – what can future employers learn about you online. Session also includes – Sexting, Online Bullying, Grooming, Consequences of posting and the law. IT holding sessions in the Library for two days. Student Launchpad enhanced with section – Staying Safe Online.
	Ensure educational visits are safely managed	• Educational Visits policy reviewed and approved in 2017. • Ensure all staff are adhering to the process and completion of documentation	H&S Officer	Ongoing	🟢	Educational Paperwork process updated Sept 18, all staff trained around process and completion.
	Ensure strategic links with key agencies and ensure representation at key events/ meetings	• Maintain links with Local Authorities (Peterborough and Lincolnshire and investigate further opportunities to develop wider network to support students and staff. • Directory to be added on staff/student Launchpad for details of all agencies and their websites that have links with NCS to provide information outside of college hours.	SSM/APC	Ongoing	🟢	A member of the Lincolnshire area College Prevent Network. Also have membership of the EMFEC Network for Safeguarding and Prevent. APC also a member of Stamford Mental Health forum and strategic working group. Sessions and drop-ins arranged with Addaction; Young Carers; Alternatives (Sexual Health); YMCA – counselling service; CAMHs professional advice line; Children's Services (Local Authority); Amy Winehouse Foundation.

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						The College has good links with the local PCSO, Mindspace and the NHS Recovery College who provide training courses in College to the wider community and college staff and students. Launchpad section created and maintained by Welfare team.
	Ensure that College meets the requirements of the Equality legislation	• Publish Single Equality Scheme and Equality and Diversity Report on the College's website following Board approval	APQ	January 2019	🟢	Report completed January 2019.
		• Combine Equality and Diversity Action Plan with Safeguarding action plan			🟢	Action plans combined.
		• Keep up to date with equality legislation via AOC and CIPD.	Head of HROD	Ongoing	🟢	HROD receives weekly e-bulletins from Eversheds highlighting changes to legislation.
		• Undertake Equal Pay Audit and Gender Pay Gap analysis.	Head of HROD/ VPFR	April 2019	🟢	Following the outcome of an equal pay audit of hourly rates as of 31 March 2018, we have concluded we have no issues with equal pay. We have shared the statistics with senior staff and Governors and compiled an action plan to monitor any potential risk of future gender imbalance and how we could address through the recruitment strategy. Our staff numbers were below the number of mandatory publication. Gender Pay Gap analysis completed on pay status as at 31 March 2019 reveals very little change. Our numbers now require us to publish before 31 March 2020.

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	To ensure all work-based learning providers/suppliers and sub-contractors involved with the College work within the College's Single Equality Scheme.	• Ensure all contracts include a statement on the requirement to work within the College's Single Equality Scheme.	VPFR and VPCQ	Ongoing	🟢	Contracts reference the Single Equality Scheme.
		• Issue all employers and sub-contractors with a copy of the College's Single Equality Scheme.	VPFR and VPCQ	Ongoing	🟢	All sub-contractors have been emailed the link to the Single Equality Scheme on the College website.
2a	**Training and Development – Staff**					
	Ensure Exec and Governors are trained in the College's Safeguarding and Prevent procedures and undertake Education Foundation Online E&D training as appropriate.	• Monitor completion of Exec and Governors safeguarding training programme.	Head of HROD & APC	Ongoing	🟢	All Governors and Exec have completed online Safeguarding and Prevent training.
		• Arrange regular contact between Exec member with Safeguarding responsibility and lead Governor for Safeguarding to update on progress against Action Plan.	APC	June 19	🟢	Lead Governor for Safeguarding is Anne Earle. Link meetings with APC and Student Service team undertaken in May 19.

Fortnightly meetings held with Designated Safeguard lead and Principal. |
| | Ensure all staff are trained in the College's Safeguarding procedures and undertake Education Foundation online training as appropriate:

➢ Safeguarding
➢ Prevent
➢ Equality & Diversity | • All new staff to receive Safeguarding training as part of Induction, appropriate to their role. | Head of HROD | Ongoing | 🟢 | Education Foundation online training completed as part of Induction. |
| | | • Staff to undertake Safeguarding, Prevent and E&D on a three year update basis. | Head of HROD | Ongoing | 🟢 | HR monitor and prompt staff with link to online training when 3 yearly update is due. Completion is tracked via HR. |
| | | • All new teaching staff, including agency, to have TLC support including the delivery of E&D in lessons. | APQ | Ongoing | 🟢 | All new teaching staff assigned a TLC support which covers FBV, E&D. |
| | | • Staff to receive refresher training and updates annually as part of staff development programme.
• DSL and Deputy Safeguarding Officer to attend Channel Referral Workshop. | Head of HROD & SSM

APC/Deputy SG Lead | Reported on annually /Ongoing

Oct 18 | 🟢 | As a result of new Statutory Guidance, all staff to complete annually.

Staff received refresher training summer 2018. A Safeguarding and Prevent video version of the refresher training is available for those whose training is now out of date, |

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						with questions to check understanding and a certificate to evidence completion. Mandatory Prevent and safeguarding update training to be held during July 2019 CPD week. DSL and Deputy SG Lead attended Channel refresher workshop. Oct 18. SSM attended Prevent WRAP (train the trainer) April 19.

		• Ensure ongoing training on the following themes:
		All staff
		  • Radicalisation and Extremism
		  • Safeguarding referral process
		  • Female Genital Mutilation (FGM)
		  • Child Criminal Exploitation – County Lines
		Safeguarding & Welfare Team and Student Advisors
		  • Child Sexual Exploitation
		  • Forced Marriage
		  • Young Carers
			Head of HROD/ DSL	Ongoing into 2019/20	🟡	DSL to investigate ongoing training into next year. Themes to include:
						• Forced Marriage
						• Modern Slavery
						• County Lines
						• Knife crime
						Planning annual training for Prevent and Safeguarding in line with new Statutory Guidance.
						
						Video to be used for staff members to complete their Safeguarding training online.
						
						Welfare and Student Advisor team have recently undertaken Prevent training by Regional Prevent officer and Drugs training for staff through the Amy Winehouse Foundation.
						All Welfare and Student Advisor Team scheduled to complete refresher Mental Health First Aid course in July 2019.
						Mental Health Champions to be identified across college from September 2019.

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		• Ensure all staff are trained and adhere to risk assessment procedures for all external visiting speakers.	Executive Office Manager	Ongoing	🟡	Included in new staff training. External speakers RA form held on staff Launchpad. All staff complete and submit risk assessment forms which are checked and held in Executive Office.
	Improve Partner knowledge and competence in Prevent, E&D and British Values	• Partner training to ensure Safeguarding/Prevent training is undertaken and recorded on the SCR. • Annual Refresher training.	APQ APQ/SSM	Ongoing August 2019	🟡	Quality Team are completing audits of Partners to ensure Safeguarding/Prevent training is being completed. College Performance Reviews – ensure training is completed. Partners have been invited to attend Staff Conference July 19and also Partner day in Aug 19.
3	**Teaching and Learning**					
	Narrow achievement gaps of key groups as per the SAR data.	• Review other colleges approach to recording learning support needs and undertake a whole system review process, eg information asked – application/enrolment, language used, what/how recorded and then how information is used.	MIS/DSS	Sept 18	🟢	Enrolment information improved to capture and feed into College Student Profile and Student Course Profile which is used by ALS team and tutors to identify appropriate support and informs planning for learning.
		• Ensure all learners at risk are identified early and that this information is shared with appropriate teams so that support is put in place at the earliest opportunity.	MIS/DoC/Head of SEND	Oct 18 - ongoing	🟢	Vulnerable student groups are captured on College Student Profile report and accessible by appropriate teams. Forensic monitoring of student groups by Welfare and Student Service support teams. Cross college monitoring of vulnerable groups takes place on regular points in the

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						year through a range of groups including - NAP group, SG group and CPRs.
		• Recalculate 2018/19 data and undertake an analysis looking at achievement rates of those who received support and those who did not.	MIS/APQ	Oct 19	🔴	Analysis to be completed by NAP group at the end of the academic year.
		• Continue with NAP – key group with remit to review, monitor and implement interventions to support 'at risk'/vulnerable young people. Also document any external factors that affect learner continuing with their programme.	APQ/APC	Ongoing	🟡	Ongoing group in place to monitor At Risk/ Vulnerable young people throughout the year and ensure appropriate and swift action taken where appropriate.
	Raise learner awareness of the College Single Equality and Diversity Scheme at induction.	• Continue to include awareness of E&D during student induction and tutorials and monitor any issues relating to age, gender, gender reassignment, ethnicity, disability, pregnancy and maternity, race, religion and belief, sex and sexual orientation.	APC	Sept 2018 ongoing	🟢	Central Tutorial Delivery model has been developed with an E&D central theme to it, delivered by Student Advisors. Central tutorial scheme now in place.
		• Carry out College observation and evaluation of student induction.	APQ/APC	Sept 2018	🟢	A programme of Tutorials on British Values has been delivered in 2018/19 and learning walks review FBV across the college provision.
	Improve the promotion of E&D and British Values in the curriculum and throughout the student community.	• Teaching and Learning Coach (TLC) to promote E&D and British Values to new staff through 1:1 support.	APQ/TLCs	Ongoing	🟢	All new staff assigned a TLC and E&D is explored within support meetings.
		• Develop resources and training on British Values to both support staff and stimulate ideas.	APQ	Ongoing	🟡	Training is delivered as part of TLC support.

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		• Develop and implement cross-college related events that promote equality and diversity that includes delivery on British Values.	SSM/Student Engagement & Liaison Officer	July 2019	🟢	Well planned programme of cross college activities include a range of E&D topics. Including: 1. Peter Tatchell – LGBT+ E&D within the LGBT+ community and laws. 2. Gang Crime – rule of law. 3. Georgina Bullen - Paralympian
		• Amend apprenticeship paperwork (particularly review and assessment templates) to ensure learners' E&D knowledge can be updated and monitored.	Apprenticeship Manager	Sept 2018	🟢	A new Onefile Progress Review template has been developed so assessors can ask a question on Safeguarding, Prevent and British Values. All Progress Reviews are now being completed on Onefile.
		• Training for work-based assessors on the observation process and the embedding of E&D and British Values.	APQ, TLC, Apprenticeship Manager	Ongoing	🟡	Assessor observations ongoing. Assessors meet regularly with HoDs and ADM. Workshops held with assessors to embed Safeguarding, Prevent and British Values within the new Onefile Progress Review template.
		• Provide training for employers and assessors.	Apprenticeship Manager	Ongoing	🟡	ADM and Apprenticeship Advisors continue to ensure employers understand Prevent. Employers are given the Prevent brochure.
	Ensure Learner Voice processes are representative of the learner population in terms of gender, gender reassignment, ethnicity, disability, pregnancy, race, religion and belief and sexual orientation.	• Maintain activities that encourage a range of students to participate in student voice to reflect the College student population.	DoCs, Student Engagement & Liaison Officer	June 19	🟢	All students participate in : • Induction survey • End Year survey • Focus groups take place as part of Curriculum Area reviews • Student Council meets twice a month • You said we did ... as a result of student council meetings • Love our Colleges - Students engaged in campaign

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		• Maintain and promote the student LGBT+ group and Young Carers support.	SSM/Student Engagement & Liaison Officer	Ongoing	🟢	• LGBT+ Straight Alliance group - meet weekly. Social group offering peer support. • NCS pioneered the first LGBT+ network and NCS invited various colleges within the region to bring all LGBT+ together to enable them to network and make friends within the rural community. • Non gender toilet facilities. • Young Carers support is well promoted offering individual and personalised support. • Excellent links with SKDC Young Carer Lead. • The college has successfully achieved the Young Carer Kitemark - Lincolnshire Carers Quality Award.
		• Consider Stonewall Diversity Champions Programme Award application.	HROD/Student Engagement & Liaison Officer	Sept 2019	🟡	HROD is exploring the Diversity Champions programme.
	Continue to develop all learners' and apprentices' awareness of radicalisation, extremism and the Prevent Agenda.	• Review online short courses to support students' understanding of Prevent Agenda.	SMM/APQ	Sept 2019	🟡	Student Service Manager to investigate ETF online and other Prevent resources, training for students to build into Personal Development programme.
		• British Values, radicalisation/ extremism to be fully developed as part of student tutorial programme. • Develop cross college activities to raise awareness and promote a deeper understanding of radicalisation through weekly delivery of current affairs	SA/DSS APC/SSM	April 2019 Dec 19	🟢	Jan-Feb Tutorial programme dedicated to Prevent Agenda and delivered to all students through tutorial programme. Cross College Presentation delivered by East Midlands Special Ops unit on Safeguarding Against Extremism

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					🟡	Prevent training delivered to all Student Advisors by external Prevent officer including range of resources to disseminate throughout tutorials. Recent Ofsted Pilot inspection highlighted inconsistency and a lack of depth and understanding of radicalisation and extremism. Initiatives being developed to address this from Sept 19. Central briefing to be created and shared weekly from start of new academic year.
		• Undertake themed learning walks in the social areas of the college to check students understanding of British Values, radicalisation/ extremism.	APQ/DSS	Ongoing	🟡	Ofsted Pilot inspection –numerous learning walks completed during inspection. CPR 2019-20 to be developed to include this post Tutorial delivery programme. Scheduled for Spring/Summer term.
		• Every curriculum area to develop their own strategy of how British Values, radicalisation/extremism is embedded across the curriculum.	HoD/SSM/APQ	Jan 2019	🟡	Student Service Manager and Heads of Department are working with Student Advisors to create a centralised curriculum Prevent strategy.
4	**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.	APC	Ongoing	🟡	Annual Report shared Oct 18. Annual Report to be written and shared Sept 19.
		• Regular meetings/dialogue between APC and the Lead Governor for Safeguarding, E&D and Prevent.	APC	Ongoing	🟡	Meetings held with Anne Earle, Lead Governor for Safeguarding and team. Ongoing dialogue.

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5	**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	🟢	Governor audited the SCR on 7 February 2018. The Audit was completed with no actions arising. Audit of SCR completed as part of Ofsted inspection March 19. Clear judgement made that Safeguarding arrangements are highly effective, no issues. Safeguarding Audit to be scheduled and completed by Governor for 2019/20.
6	**Leadership and Management**					
	The Safeguarding team are to operate effectively and efficiently	• Safeguarding team meetings every fortnight to discuss individual cases and ensure strategic oversight of high priority needs/students.	Principal and Designated Safeguarding Lead	Ongoing	🟢	Regular meetings between Safeguarding team to review serious cases. Fortnightly meetings between Principal and Designated Safeguarding Lead to keep informed on cases.
	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 Lead	Ongoing	🟡	Reports developed through ProMonitor and reported to Board, SLT and Safeguarding/E&D Committee. In-Year data report to be shared at all Safeguarding/E&D Committee meetings. Final Review of 2017-18 went to Board on 17 October 2018. Final review of 2018-19 to be produced and submitted to board in Oct 19.
		• Ensure criminal conviction process is fully understood and document audited.	Designated Safeguarding Lead	October 2018	🟢	Robust CC process in place. Criminal convictions captured at application stage and referred to Safeguarding team to

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						undertake initial meeting/risk assessment before application is processed.
		• Include in Students Code of Conduct expectations around notifying the college is circumstances change in year that result in a student having a criminal conviction.	Designated Safeguarding Lead	Sept 19	🔴	Code of Conduct to be updated for start of new academic year.
		• Further enhance ProMonitor reports as the key reporting tool.	Designated Safeguarding Lead & Deputy Designated Safeguarding Officer	September 2019	🟢	In house system developed MIS Portal to capture and report SG caseload which is reviewed weekly by team Annual reports are completed and provided to Governors.
7	**Data Collection**					
	Produce annual E&D staff reports relating to workforce profile, length of service, leavers, disciplinary, grievance, capability, recruitment and selection.	Analyse annual E&D staff report relating to the staff workforce profile and provide recommendations to SLT and Governors.	Head of HROD	31 Jan 2019	🟢	Workforce Profile completed for 2017/18 and has been reported to Governors.
	Ensure that all complaints are monitored by E&D themes and any emerging trends identified.	Complaints report to be analysed by equality & diversity measures. Those raising complaints to be discussed at Equality, Diversity and Safeguarding Committee.	APQ	Ongoing	🟢	Analysis taking place and no issues identified.
8	**Visitors and Contractors**					
	All visitors and contractors to follow the College's Safeguarding procedures and be aware of the College's values	• Investigate electronic sign-in visitor systems. • Ensure staff escort all visitors whilst on site. • Quarterly review of Frequent Visitor list.	Director of IT & Resources Reception Team	February 2019	🟢	Students attending the MOT/SGT centres are now issued with generic printed cards not visitor badges Leaflet reviewed for visitors – Reception staff have received training and have a script for when greeting visitors. Much more

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						consistent with handing out Visitor leaflet. All Contractors are now collected from Reception. Last review of frequent visitors undertaken Feb 2019.
9	**Estates, Health, Safety and Wellbeing**					
	Staff and students safety whilst in College is to be paramount	• Campus Safety – new policy to be introduced re gradual shutdown of campus over the evening. • Communication to Duty Manager at the end of evening classes to confirm classes have finished and students have left site.	Director of IT & Resources	February 2019	🟡	A laminated sheet giving details of who to contact and that Channel 8 on the radio should be used, is to be kept at Reception. This has been inserted into the Duty Manager folder. A Health & Safety staff induction information sheet has been produced. This sheet has been given to QRS to distribute to all teaching staff, both day and evening. A panic button has been installed on Reception.
	Accessibility Audit	• Undertake annual review of site accessibility with a focus on existing and new students and staff.	H&S Officer/ Head of Estates	Ongoing	🟡	Accessibility audit is held 6 monthly and reviewed by DoITR/H&S Officer/Head of Estates. Gradual improvements made. Continue to meet with new and existing students and staff to review campus accessibility on an annual basis. Additional evacuation chairs are now in place on the third floor of block 9 and the upper floor at Borderville. Training has taken place with relevant staff. Personal Emergency Evacuation Plans are written for those students and staff members who require assistance during an evacuation. These are then shared with the

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						relevant staff members (eg LSAs) and reviewed as necessary.
	Ensure the College environment and all off-site premises are as safe as possible for all students and staff. In the event of 'Lock-down' RUN-HIDE-TELL	• Complete a review of the College 'lock-down' procedures.	Director of IT & Resources/ H&S Officer	January 2019 March 2019 July 2019	🟡	
		• Complete a review of departmental contingency plans • Disseminate Departmental plans to staff	Director of IT & Resources/ H&S Officer	April 2019	🟡	Department contingency plans created Jan 19 and held centrally in Exec. Session planned during Staff Development in July 19 for managers to review and disseminate plans.

Run-Hide-Tell Induction resources being developed for Sept 19.

Evacuation chair training has been completed for staff working in the areas where evacuation chairs are situated, both on the main site and at Borderville. Training in the use of a hoist to transfer wheelchair users from their wheelchair into the evacuation chair (for use on the Business & IT floor) has also taken place. Fire Marshal training includes the use of refuge points. PEEPs, as above.

Contingency Plan currently being produced. |
		• Develop student induction material/tutorial programme.	Director of IT & Resources /SSM	Sept 19		
		• Ensure all staff and students are aware of guidance/poster situated at the main entrance/exits of all blocks.	Director of IT & Resources /SSM	Sept 19		
		• Review procedures for the emergency evacuation of disabled people. Ensure staff are aware of the evacuation procedures for students and staff with mobility issues. Included in induction process.	Director of IT & Resources/ H&S Officer	Sept 18		
		• Develop bespoke contingency plan for Borderville and SfWL.	Director of IT & Resources/ H&S Officer	Aug 19		