

Hadlow College

Safeguarding Strategy

2016/17

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Written By	LB	LB	LB	LB	LB	BC	BC	BC	
Authorised by	LB	LB	LB	LB	LB	BC	BC	BC	
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Safeguarding Strategy

Context

Hadlow College is committed to ensuring the safety and well being of all its students and staff. The fundamental principles of this strategy are based on legislation and associated published documents in particular

- “Prevent” Duty Guidance for Further Education Institutions in England and Wales:- Home Office
- Counter Terrorism and Security Act 2015
- Mandatory report of female genital mutilation procedure:- Home Office and DFE
- National minimum standards. Residential accommodation for students up to the age of 18 in FE College BIS 2002.
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- The Disclosure and Barring Service
- Protection of Freedoms Act 2012
- Safe from Bullying in Further Education Colleges - DIUS (2009)
- Safeguarding and Safer Recruitment in the FE sector – LSIS
- Safeguarding Children – guidance for English Higher Education Institutions (2007)
- The Children Act (2004) and the associated Every Child Matters Agenda – Change for Children
- Safeguarding Vulnerable Groups Act (2006)
- The Sexual Offences Act (2003)
- Homelessness Act (2002)

The need for safeguarding and safer recruitment arose from the findings of the Bichard report (2004) in response to the Soham case. The report states that

‘for those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil no one can guarantee that they can be stopped. Our task is to make it as difficult as possible for them to succeed’ Bichard Inquiry Report (2004).

The legislation is specifically associated with children, young people and vulnerable adults. The College is committed to protecting all learners and staff and therefore has a whole organisational approach to Safeguarding.

The College works in accordance with the regulations and specifications laid down by the Kent Safeguarding Children’s Board (KSCB) and the Disclosure and Barring Service (DBS). Training and development is effectively built into the College

recruitment and induction procedures, the staff development programme and is embedded into all College activities.

Safeguarding is deemed to be the responsibility of all members of staff and Governors and appropriate training and development is mandatory in accordance with the requirements of the Staff Development programme and induction.

Definitions of Terms

The College uses the following definitions throughout this strategy and in all associated policies and procedures:

Child Protection – recognition of abuse and neglect and acting upon it.

Safeguarding – refers to the broader preventative and precautionary approaches to planning and procedures necessary to protect children, young people and vulnerable adults from any potential harm.

Child – is an individual up to their 18th birthday.

Young Person - there is no legal definition of a young person but for Hadlow College purposes we deem this to be any individual up to their 25th birthday.

Vulnerable Adult – a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or who may be unable to protect him or herself against harm or exploitation (*Department of Health, 2000*).

Safeguarding and Child Protection

The College has incorporated Child Protection into the whole organisational approach to Safeguarding and the term Safeguarding is deemed to include Child Protection in all College policies and procedures. The College maintains separate training for E-Safety, Child Protection and for Safeguarding in order to ensure that relevant staff are fully trained and aware of the requirements to respond to abuse and neglect as well as to ensure that all College activities protect students and staff from harm.

Prevent Duty

The College actively promotes and raises awareness amongst the stakeholders including parents, employers, student, staff and Governing Body the Prevent Duty and how to keep safe from radicalisation. A Risk Assessment and Action Plan will be monitored through Risk Management , Safeguarding Committee, Critical Incident Committee and Audit Committee.

Equality, Diversity and Inclusion

The College actively promotes Safeguarding and Equality, Diversity and Inclusion which are intrinsically linked by separate Equality and Safeguarding Legislation and subsequent College Policies, creating an environment that eliminates discrimination, bullying and harassment and reinforces the Safeguarding Agenda. Together they work to provide a safe environment in which to study and live. Training on Equality, Diversity and Inclusion and Safeguarding are mandatory and attendance is monitored through the College Probationary and Performance Talent Review Processes ensuring all staff are fully aware of the importance of Safeguarding and how to keep students safe from harm.

Behaviour Management

Assertive discipline:- positive behaviour management underpins Safeguarding and Equality Diversity and Inclusion. The College takes a pro-active approach to staff development and student training to ensure behaviours are appropriate and choices keep everyone safe.

Health & Safety

The College has incorporated the Health & Safety Policy and Procedure into Safeguarding in order to ensure a proactive approach to risk assessment and all related Health & Safety activity. This ensures all students, staff and stakeholders are kept safe in addition to regular promotion and training in Health & Safety.

Associated Policies

The following policies specifically underpin the College Safeguarding Strategy although all College activities and policies incorporate safeguarding:

Policies that relate to both staff & students:

- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- Student Confidentiality Policy
- Visitor Procedure Policy
- Computer Services Policy
- Group IT Acceptable Use Policy

Policies that relate to students:

- Safeguarding Policy
- E-Safety Policy
- Alcohol, Substance Misuse and Obscene Materials Policy

- Student Attendance, Punctuality and Absent Persons Policy and Procedures
- Child and Vulnerable Adult Protection Policy and Procedures
- Complaints Policy
- Student Disciplinary Policy and Procedures
- Fitness to Study Policies
- Sickness, Absence at Work Policy for staff (Staff Handbook)
- Restraint Policy
- Student Bullying and Harassment Policy and Procedure
- Children in Care and Young Care Leaver Policy and Guidance
- Prevention of Extremism Radicalisation Policy
- External Visitor Policy and Risk Assessment

Policies that relate to staff:

- Staff Code of Conduct
- Safer Recruitment and Selection Policy
- Whistle blowing
- Lone Working Policy
- Safeguarding Code of Conduct for Contractors
- Safeguarding code of conduct for Sessional and Visiting Lecturers
- Safeguarding code of conduct for Volunteers
- Guidance on employing short term lecturers
- Guidelines for staff and their families living in College accommodation

Policies that relate to Pre-School:

- Safeguarding Children and Child Protection Policy
- Inclusion Policy
- Parents as partners Policy
- Sick Child Policy
- Confidentiality Policy
- Secure storage and handling Policy
- Health and Safety Policy
- Fire Procedure Policy
- Parental Behaviour Policy
- Behaviour Management Policy
- Non Collection of a Child Policy
- Healthy Eating Policy
- Lost Child Policy
- Complaints Procedure
- Statement of recruitment on the employment of ex-offenders
- Allegations against a member of staff Policy
- Student placement Policy

- Bullying and Harassment

Policies that relate to Hadlow Rural Community School

- Procedures for Dealing with Allegations Against Staff
- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Training Policy
- Complaints Policy and Procedure
- Confidentiality Policy
- E-Safety Policy
- Equality Information and Objectives
- Equal Opportunities Policy
- Health and Safety Policy
- Inclusion Policy
- Lone Working Policy
- Education of Looked After Children (LAC) Policy
- Minibus/Transport Policy
- Physical Restraint Policy
- Raising Concerns at Work Policy (Whistleblowing)
- Safeguarding and Promoting Pupil Welfare
- Sex and Relationships Education Policy
- Substance Misuse Policy

Responsibilities associated with Safeguarding

The College will ensure that the following roles are in place in order to ensure a co-ordinated organisational approach to safeguarding:

- Governor nominated person (Hadlow College)
- Designated Prevent Lead
- Senior Manager nominated person
- Safeguarding nominated person (staff and students)
- Designated Safeguarding Leads
- Estates and Services Manager

In addition to the internal roles the College is committed to working with external agencies to provide appropriate inter-agency support for young people in need of protection from abuse and/or neglect, in particular the Local Safeguarding Children's Board, community police officers, the National Health Service, BIS, Prevent Co-ordinators, Police Prevention Team, JISC, Education on Training Foundation and Local Authorities.

In order to provide a coherent cross College approach to safeguarding the College has a **Safeguarding Committee** which will meet termly, review the College approach to safeguarding for staff and students and review policies, procedures and

practices in relation to safeguarding. This committee will report to the Senior Management Team on a termly basis and copies of minutes will be available to the Governing Body. This committee is to consist of Group Vice Principal Student Support Services and Curriculum (WKAC), Deputy Group Principal and Deputy CEO, Group Vice Principal Quality, Standards and Performance, Heads of Faculty, Estates and Facilities Manager, Student Support Area Lead, Group Manager Customer Services and Events, Group Head Human Resources, Contract and Audit Manager Apprenticeships Business, Group Head Additional Learning Support and Staff Governor, 3rd Line Technician IT Services, Group Head of HE, Group Admissions and Progressions Manager, Group ILT and E-Learning Manager, Group LRC Manager, Police Community Support Officer (PCSO), Link Governor for Safeguarding, Betteshanger representation and Student representation.

The Safeguarding Committee has been set up as a steering committee to ensure that the Hadlow Group complies with Safeguarding legislation and recommended best practice.

1. To ensure that Safeguarding relevant trends, issues and developments are taken into account by the Hadlow Group in all strategic planning processes
2. To provide guidance in the development of the Hadlow Group Safeguarding Strategy, Policy and the Hadlow Group Action Plan
3. To monitor the Safeguarding Action Plan and support the annual review of the Strategy and Policy
4. To ensure the Hadlow Group works effectively with partner organisations, local safeguarding boards to share good practice and establish procedures and protocols
5. To ensure effective dissemination of Safeguarding policies, procedures and guidelines to staff, students and other stakeholders e.g. employers
6. To monitor Safeguarding logs of issues across all campuses of staff and student matters. These will be presented to the Safeguarding Committee on a termly basis
7. To monitor and review Safe Recruitment and training for Hadlow Group's diverse workforce.
8. Raise awareness of legislative changes and promote Safeguarding
9. Raise awareness of legislative changes and promote PREVENT duty.

10. Ensure the principles of Safeguarding underpin everything that the Hadlow Group does which links into Strategic Objectives – to be an inclusive environment where all feel safe and respected.