

Safeguarding Policy

Policy No. SFG-01	POLICY OWNERSHIP AND ALIGNMENT: Designated Owning Department: Student Support Services Owning Strategy:		User Group: Employees, Students, Stakeholders, Contractors, Members of the Public		
Executive Owner: Deputy CEO		Approval Authority: Corporation	Approval/Re-approval Date: 17 December 2018	Implementation Date: October 2011	Next Review Date: 01 July 2019
Relevant to: Employees, Students, Stakeholders, Contractors, Members of the Public					

SAFEGUARDING POLICY



POLICY OVERVIEW: Purpose, accountability and ownership, implementation, monitoring arrangements and legislative/authoritative referencing.

Policy Title:	Safeguarding Policy				
Synopsis:	<p>Derby College places the highest importance on safeguarding, and the safety and well-being of students is paramount in all College activities. Furthermore, the College recognises that employees/volunteers and students have an important role to play in safeguarding, in particular the welfare of young people and vulnerable persons and preventing abuse and/or harm. Derby College also acknowledges that at any time any person could be classed as 'vulnerable'.</p> <p>The College has a statutory duty placed on it by Keeping children safe in education (September 2018) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of young people and vulnerable persons. This is further supported by the Education Act 2011 and the Children Act 1989 (Section 17 Child in Need (Provision of services for children in need, their families and others) and Section 47 Risk of Significant Harm (Local Authority's duty to investigate)), in addition to Working together to safeguard children (2018). In order to comply with this duty of care, all employees/volunteers must be aware of the lines of communication and levels of responsibility which exist to ensure that matters of safeguarding can be dealt with adequately.</p>				
Designated Accountable Executive Owner:	Deputy CEO				
Lead Policy Owner/Author:	Director of Services for Students				
Contributing Policy Author/s:	Environmental Compliance Manager/Team Manager – Student Welfare & Guidance				
Policy Implementation:	Safeguarding Board Employees, Students, Stakeholders, Contractors, Members of the Public				
Policy Monitoring and Compliance:	Safeguarding Board				
Empowering/related legislative and/or authoritative references:	Keeping children safe in education (September 2018), Working together to safeguard children (2018), Education Act 2011 and the Children Act 1989 (Section 17 Child in Need (Provision of services for children in need, their families and others) and Section 47 Risk of Significant Harm (Local Authority's duty to investigate)), Care Act 2014.				
Impact Assessment (EIA):	<table border="1"> <tr> <td>Mark if applicable</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> (if applicable)</td> <td></td> </tr> </table>	Mark if applicable		<input checked="" type="checkbox"/> (if applicable)	
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Policy Classification and Publication *Policy Controller / Office Use only*

Policy Classification: <i>Policy Controller confirms policy classification</i>	Essential Authority (EA) <input checked="" type="checkbox"/>	Strongly Recommended (SR) <input type="checkbox"/>	* Other / College Requirement (other) <input type="checkbox"/>	Desirable (D) <input type="checkbox"/>
*For other / College requirement classification - specify details	Other / College Requirement Insert details if applicable			
Policy Publication: <i>Policy Controller arranges policy publication</i>	Intranet - Policy portal <input checked="" type="checkbox"/>	Student VLE (Moodle) <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>	Other (specify)

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POLICY REVIEW /CHANGE HISTORY: Version control, review date, modification and revision details, advisory committee/group review (if applicable)

Version	Review Date	Reviewed /Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
5.0	June 2016	Environmental Compliance Manager	Senior Designated person job title changed to Designated Safeguarding Lead in line with Keeping Children Safe in Education guidance	Safeguarding	
	June 2016	ECM	Inclusion of Early Help Process and other forms of abuse	Safeguarding	
	September 2016	ECM	Vice Principal Student Journey, Inclusion & Vocational Curriculum job title changed to Deputy Principal Education and Student Experience	Safeguarding	
6.0	July 2017	ECM/Team Manager – Student Engagement	Designated Safeguarding Lead changed to Head of Ilkeston & Student Support Services Little Explorers Nominee changed to Head of Ilkeston & Student Support Services Training element included within Team Manager – Student Engagement responsibilities Self Harm Policy added to Supporting Documents list Job titles amended in line with recent management changes Data Protection Act amended to General Data Protection Regulations Learner changed to student throughout policy in line with College preferred term of reference	Safeguarding	
7.0	September 2017	ECM/TMLE	Example of leading question inserted Example of independent action inserted Reporting to a member of the Safeguarding Team made more explicit Subcontract provision made more explicit who is responsible for monitoring and managing Immediate referral made more explicit in relation to who is responsible DSL (or nominated deputy) will inform the alleged offender Made it more explicit which College policy an employee would follow if they wished to appeal against a decision following disciplinary action Made it more explicit that HR will contact an employee following allegations without foundation Self-referral support expanded to include Employee Assistance Programme Attendance at Case Strategy Meetings will either be attended by the Director of HR or their nominated deputy Obtaining a DBS for employees made more explicit, to include their role and responsibilities within the College and in line with Government guidance Procedures section (pg. 12) inserted information regarding new ESFA requirement to report safeguarding allegations against the organisation to the ESFA		
8.0	23.11.2017	HISSS	Guideline section page 28 re Female Genital Mutilation. More explicit reference regarding the requirements of teachers to report cases of FGM to the police.	DSL Exec Group	
9.0	23.02.2018	ECM	Inclusion of supervision timetables into the roles of Team Managers (page 18) and Director of HR (page 19) Inclusion of key principles which underpin all adult safeguarding work		
10.0	21.03.2018	ECM	Change of job title from Team Manger – Student Engagement to Team Manager – Student Welfare & Guidance (TMSWG) Inclusion of the roles and responsibilities of the Residential & Welfare Manager		
11.0	24.07.2018	ECM/TMSWG	Added in section on peer on peer abuse Within Designated Safeguarding Lead responsibilities included about Carer Leavers and transferring of safeguarding files Added in section on Host Families Within Executive Director of HR's responsibilities included the requirement to seek written confirmation related to fee-funded ITT trainees Within Executive Director of HR's responsibilities included: <ul style="list-style-type: none"> requirement to undertake appropriate checks for employees changing roles requirement to have supervision timetables in place for new starters (as necessary) requirement for DBS information for contractors/volunteers working within the College to be obtained Removal of the Disqualification by associated definition and updated the procedures to reflect the changes in legislation		
11.0	24.08.2018	ECM	Change of job title from Head of Ilkeston & Student Support Services to Director of Services for Students		

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POLICY APPROVAL RECORD: Policy owner, accountable executive and approval authority.

Version	Approval Submission Date	Policy Owner Approval	Approval Date	Accountable Executive Approval	Approval Date	Approval Authority	Approval Date
11.0	24.07.2018	Director of Services for Students	18.10.2018	Deputy CEO Strategy & Corporate Services	25.10.2018	Corporation	17.12.2018

POLICY REVIEW TIMELINE: This Policy will be reviewed annually

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1. POLICY STATEMENT

Derby College places the highest importance on safeguarding, and the safety and well-being of students is paramount in all College activities. Furthermore, the College recognises that employees/volunteers and students have an important role to play in safeguarding, in particular the welfare of young people and vulnerable persons, and preventing abuse and/or harm. Derby College also acknowledges that at any time any person could be classed as 'vulnerable'.

The College has a statutory duty placed on it by Keeping children safe in education (September 2018) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of young people and vulnerable persons. This is further supported by the Education Act 2011, the Children Act 1989 (Section 17 Child in Need (Provision of services for children in need, their families and others) and Section 47 Risk of Significant Harm (Local Authority's duty to investigate)), and Working together to safeguard children (2018). In order to comply with this duty of care, all employees/volunteers must be aware of the lines of communication and levels of responsibility which exist to ensure that matters of safeguarding can be dealt with adequately.

The College also has a responsibility to safeguard adults at risk in line with the requirements of the Care Act 2014.

The College's Safeguarding Procedure sets out the framework for those arrangements.

Derby College is not an investigating agency. This function will normally be carried out by Social Care and Health, or other agencies with statutory powers, i.e. the Police, as set out in the Derby and Derbyshire Safeguarding Children Procedures or Derby & Derbyshire Safeguarding Adults Policy & Procedure.

2. DEFINITIONS

Safeguarding – the action we take to promote the welfare of young and vulnerable people and protect them from harm by:

- protecting them from maltreatment;
- preventing impairment of their health or development;
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all to have the best outcomes.

(Working together to safeguard children, July 2018)

Regulated activity of children is any unsupervised activity (i.e. teach, train, instruct, care for or supervise, or advise on well-being, drive (only for children) which takes place in specified places (i.e. schools, childcare premises, and FE Colleges mainly educating children full-time). Regular means by the same person frequently (once a week or more often) or on more than three days in a 30-day period (or in some cases, overnight).

Regulated activity for vulnerable groups is anyone undertaking personal care (i.e. assistance with washing and dressing, eating, drinking and toileting, or teaching someone to do one of these tasks). There is no requirement to do an activity a number of times before a person is in regulated activity.

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3. PRINCIPLES

Everyone who comes into contact with young people and their families has a role to play in safeguarding them. All persons have a responsibility and role to identify concerns, share information appropriately and take prompt action. Employees will maintain an attitude of “it could happen here” where safeguarding is concerned.

When concerned about the welfare of a young person, employees will always act in the best interests of the young person. Derby College operates a child centred approach, taking into account the young person’s views and voice. The young person’s wishes and feelings will be taken into account when determining what action to take and services to provide to protect them through ensuring there are systems in place for them to express their views and give feedback.

The six key principles which underpin all adult safeguarding work are:-

- Empowerment – people being supported and encouraged to make their own decisions and informed consent.
- Prevention – it is better to take action before harm occurs.
- Proportionality – the least intrusive response appropriate to the risk presented.
- Protection - support and representation for those in greatest need.
- Partnership – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – accountability and transparency in delivering safeguarding.

4. SCOPE AND LIMITATIONS

Young people under the age of 18.

The Care Act 2014 defines an adult at risk as:

- Someone over the age of 18 who has a need for care and support
- Someone who is experiencing or is at risk of neglect or abuse

As a result of the above needs, the adult is unable to protect himself or herself against the abuse or neglect, or the risk of it. The term ‘Adult at Risk’ is now more commonly used in place of ‘Vulnerable Adult’, as ‘Vulnerable Adult’ may wrongly imply that some of the fault for the abuse lies with the victim.

5. RESPONSIBILITIES

The roles and responsibilities of employees are clearly identified within the Procedures document.

The Director of Services for Students is the College’s Designated Safeguarding Lead and is responsible for overseeing the implementation of the arrangements covered by this policy.

The Link Governor for Safeguarding will liaise with the Designated Safeguarding Lead in relation to implementation of the College’s Safeguarding Policy and arrangements.

The Environmental Compliance Manager (Safeguarding Adviser/Deputy Designated Safeguarding Lead) and Team Manager – Student Welfare & Guidance (Deputy Designated Safeguarding Lead) are responsible for the development of the policy.

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The Leadership Team, College Management Team and Safeguarding Officers are responsible for the delivery of the safeguarding procedures.

The roles and responsibilities of employees in implementation of this policy and procedures are set out clearly in the procedures.

6. IMPLEMENTATION ARRANGEMENTS

All new employees are made aware of the policy and procedures during the formal employee induction process.

Updated and amended procedures are disseminated and reinforced in training sessions, team meetings and via email communications. The College's policy is available to all, being accessible on both the College's intranet and internet.

7. MONITORING AND REVIEW

The College's Safeguarding Board will monitor the effectiveness of safeguarding policies and procedures implemented within the College, in order to ensure legal compliance. To facilitate this, managers at all levels are responsible for the on-going monitoring in their department/faculty.

The Safeguarding Policy and Procedures are subject to an annual review, unless there are changes in legislation or management arrangements. This review will take into account the views of employees and students and relevant local and national documents. The College reserves the right to make whatever changes it deems appropriate. An updated copy of the policy and procedures is available on the College intranet/internet or from the Environmental Compliance Team.

8. PROCEDURE

Derby College's [Safeguarding Procedures](#) set out the framework for Derby College's approach to safeguarding all.

9. GUIDELINES

Derby College [Safeguarding Guidelines](#) provides additional information to support the College's Safeguarding Policy and supporting Procedures.

10. TEMPLATES/FORMS

These documents can be requested if required from policy.control@derby-college.ac.uk

11. RELATED DOCUMENTS

This policy does not stand alone and should be used in conjunction with other college policies and procedures. (The following list is not exhaustive.)

- Little Explorers Day Nursery Safeguarding Policy
- Health, Safety & Welfare at Work Policy
- Health & Safety Risk Assessment Policy
- Health & Safety Vetting for WBL & Work Experience (including Projects) Policy

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- Employee Disciplinary Policy
- Recruitment & Selection Policy
- Employee Harassment Policy
- Employee Code of Conduct
- Disciplinary Procedures and Guidelines for Senior Post Holders
- Public Interest Disclosure Policy (Whistleblowing)
- E-Safety Policy
- Disclosure to Parents/Carers (16 to 18 and vulnerable adult students) Procedure
- Personal Assessment Plan Policy
- Educational Visits Policy
- Self Harm Policy
- Positive Behaviour Policy (including Use of Reasonable Force and Screening and Searching)
- Working together to safeguard children (July 2018)
- [Working in partnership with schools](#)
- [Safeguarding Officer Directory](#)
- [PREVENT Risk Assessment and Action Plan](#)
- [Keeping children safe in education: Statutory guidance for schools and colleges \(September 2018\)](#)
- [Education Act 2011](#)
- [Children Act 1989](#)
- Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)
- Sexual violence and sexual harassment between children in schools and colleges (May 2018)Protection of Freedom Act 2012
- General Data Protection Regulations 2018
- Mandatory reporting of FGM - procedural information 2015
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Care Act 2014

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