



DERBY COLLEGE GROUP POLICY

Safeguarding Policy

Policy Number:	STS-014
Executive Owner:	Deputy CEO Strategy & Corporate Services
Owning Strategy / Department:	Student Engagement / Services for Students
Approval Board / Committee / Group:	Corporation / Performance Committee
User Group:	Employees, Students, Stakeholders, Contractors, Members of the Public
Relevant To:	As above
Implementation Date:	December 2022
Approval Date:	December 2022
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Expiry Date:	September 2023

Date:	December 2022
Ref:	HJ V15
Originator:	Director of Services for Students
Area:	Services for Students

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POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

Policy Accountability and Implementation

Policy Title:	Safeguarding Policy
Policy Author / Reviewers:	Director of Services for Students, Team Manager Student Welfare & Guidance
Policy Implementation:	Safeguarding Board, Employees, Students, Stakeholders, Contractors Members of the Public
Policy Monitoring and Compliance:	Safeguarding Board/DSL Group
Policy Review Timeline:	Annual

Synopsis:

DCG 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. DCG 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 2022) 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.

Policy Classification and Publication

Classification

- Essential Authority (EA)

Publication

- Intranet – Policy portal
- Student VLE (Moodle)
- Website

Empowering/related legislative and/or authoritative references:

Keeping children safe in education (September 2022), 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 reference IA901 2016

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
5	Environmental Compliance Manager (ECM)	<ul style="list-style-type: none"> • Senior Designated person job title changed to Designated Safeguarding Lead in line with Keeping Children Safe in Education guidance • Inclusion of Early Help Process and other forms of abuse 	QIG - Safeguarding	June 2016
6	ECM	<ul style="list-style-type: none"> • Job titles amended in line with recent management changes • Training element included within Team Manager – Student Engagement responsibilities • Self-Harm Policy added to Supporting Documents list • Data Protection Act amended to General Data Protection Regulations 	QIG - Safeguarding	July 2017
7	ECM	<ul style="list-style-type: none"> • Example of leading question inserted • Example of independent action inserted 	QIG - Safeguarding	September 2017

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
		<ul style="list-style-type: none"> 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 for this 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 inserted information regarding new ESFA requirement to report safeguarding allegations against the organisation to the ESFA 		
8	Director of Services for Students	<ul style="list-style-type: none"> Guideline section re Female Genital Mutilation. More explicit reference regarding the requirements of teachers to report cases of FGM to the police. 	DSL Exec Group	23/11/17
9	ECM	<ul style="list-style-type: none"> Inclusion of supervision timetables into the roles of Team Managers and Director of HR Inclusion of key principles which underpin all adult safeguarding work 		23/02/18
10	ECM	<ul style="list-style-type: none"> Job titles amended in line with recent management changes Inclusion of the roles and responsibilities of the Residential & Welfare Manager 		21/03/2018
11	Director for Services for Students / ECM	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> to seek written confirmation related to fee-funded ITT trainees to have supervision timetables in place for new starters (as necessary) 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 Job titles amended in line with recent management changes 		24/07/2018 24/08/18
12	Director for Services for Students	<ul style="list-style-type: none"> Reviewed and minor updates only required. References to Derby College replaced with DCG. Responsibility for Policy development as well as implementation sits within the Director of Services for Students role (policy development previously within Environmental compliance manager role) - see section 5 Updated references to Keeping Children Safe in Education September 2019 (updated statutory guidance) 	DSL Exec Group Safeguarding Board Corporation	26/06/2019 28/06/2019 21/10/2019
13	Director for Services for Students	<ul style="list-style-type: none"> Updated references and links to key guidance documents including Keeping Children Safe in Education September 2020 (updated statutory guidance) Amended the DSL responsibilities in the policy by adding 'overseeing the implementation of the arrangements covered by this policy including accountability for ensuring that safeguarding records are retained, stored and destroyed in the appropriate manner.' Updated safeguarding procedures Record Keeping section to reference the age by which a student record should be retained 'Copies of safeguarding files should be stored securely and kept until the child is 25 years old (this is seven years after they reach the school leaving age). (Information and Records Management Society (IRMS), 2016)' Included an addition to the guidance document - Safeguarding guidance for remote teaching and learning in the Safeguarding Guidance document 	DSL, Exec Group Corporation	22/10/20 Dec 2020

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
14	Director of Services for Students, DSL	<ul style="list-style-type: none"> Section 1 Policy Statement – amended to highlight zero tolerance to peer-on-peer abuse, and reference to Prevent Action Plan, Sexual Abuse Action Plan and SDAT Section 5 Responsibilities – amended to include Multi agency working arrangements and responsibility of all for safeguarding Section 11 Related Documents - Updated references and links to key guidance documents including Keeping Children Safe in Education September 2021 (updated statutory guidance), link to DDSCP Threshold Document. Added reference to DCG Sexual Abuse Action Plan. Updated the Safeguarding Procedure to include procedure for reporting 'low level concerns' and included link to DDSCP Allegations against staff, carers and volunteers' guidance. (p8/9) Updated Safeguarding Guidance document to include more detailed information re Child Sexual Exploitation, Child Criminal Exploitation and Peer on Peer Abuse. Also referenced key guidance document, KCSIE Part 1. 	SLT Safeguarding Board	03/11/2021
15	Director of Services for Students, DSL	<p>Minor amends - made to ensure current and compliant with KCSIE 2022 and recommendations by Derby and Derbyshire Children's Safeguarding Partnership</p> <p><u>Safeguarding Policy updates</u> Section 5 – updated list of local agencies DCG works in partnership with Section 11 – Updated list of related DCG Policies and includes reference to DCG Safeguarding Work plan (now incorporates actions re Sexual Harassment and Abuse – this was a separate work plan in 2021/22 but is now embedded) Section 11 – Updated all weblinks to local and national guidance documents in accordance with those on the Derby and Derbyshire safeguarding Children's Partnership</p> <p><u>Safeguarding Guidance Updates</u> Added table of contents for ease of use Section 2 Categories of abuse – updated definitions in line with KCSIE 2022, replaced references to Peer on Peer abuse to Child on Child Abuse,. Added further detail to DCG approach to preventing child on child abuse, sexual violence and harassment. Reference added to DCG Speak out Campaign. Section 3 Vulnerable Children – added reference to LGBTQ+ Student Union as a safe place for students to talk. Added a list of factors that can make students and apprentices vulnerable. Section 4 Teaching Safeguarding – added this section which outlines DCG preventive education in place to safeguard students and apprentices. Appendices – Added the DCG Employee CPOMS system User Guide</p> <p><u>Safeguarding Procedures Updates</u> Added list of contents for ease of use Updated all weblinks and references for local and national policy and guidance documents Section 4 Training and Information – expanded this section to include explicit reference to College Leaders and Governor requirement to have read and understood the whole of KCSIE 2022. Included purpose of training for governors. Section 5 Systems for Children to Report Concerns and Abuse – Added welfare@derby-college.ac.uk contact for students and apprentices. Added new QR code for welfare team live chat. Section 6 Dealing with a Safeguarding Disclosure or Concern - Removed references to SG1/SG2 process and added references to the new child Protection Online Management System (CPOMS). Section 8 Record Keeping and Information Sharing – Added reference to The Seven Golden Rules to Sharing Information Section 13 Procedure for Dealing with Allegations Against Employees or a Volunteer. –Added that concerns about another employee or volunteer should be reported directly to the Chief Executive Officer (not the DSL as previously). Low Level concerns (that do not meet the harms threshold) to be reported to the Executive Director of HR.</p>	DSL Safeguarding Group Curriculum Performance Committee Corporation	12.10.22 01.12.22 12.12.22

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
		<p>Appendix A – flowchart. References to SG1/2 replaced with CPOMS</p> <p>Appendix C – New Key Safeguarding Contacts document added (DCG contacts/local and national agencies)</p> <p>Appendix D – New document added 'The seven Golden Rules to Share Information'</p> <p>Significant change added Safeguarding Procedures. Section 10 – Safer Recruitment. In accordance with KCSiE the College will now, as part of due diligence on the preferred candidate, carry out an online search in order to help identify any incidents or issues that have happened, and are publicly available online, which the College might want to explore with the applicant</p> <p>Change to timeline for next policy review. This policy review will be aligned to the DfE KCSiE annual update – draft document due July 2023 and final version from September 2023.</p>		

1. Policy Statement

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

DCG operates a whole college approach and ethos to safeguarding and protecting children. Where safeguarding is concerned, we maintain an attitude of "it could happen here". We recognise that everyone in the college has a role to play to keep children safe; this includes identifying concerns, sharing information, and taking prompt action. Safeguarding and child protection is incorporated in all relevant aspects of processes and policy development.

The College has a statutory duty placed on it by Keeping Children Safe in Education (September 2022) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of children and vulnerable persons. This is further supported by the Education Act 2011, the Children Act 1989 and 2004 (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 (July 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.

DCG 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 Partnership Policy & Procedures or Derby & Derbyshire Safeguarding Adults Policy & Procedure.

The college assesses the risks and issues in the wider community when considering the well-being and safety of its students and apprentices. In order to protect our college community ensuring that we are continually addressing local and national requirements, we have a Prevent Risk Register and Action Plan, Safeguarding Work Plan and are part of the Stopping Domestic Abuse Together initiative. In response to local risks, the college provides a tailored preventative education programme which ensures children are taught about how to keep themselves and others safe, including matters of knife crime, bullying, mental wellbeing, sexual harassment, healthy relationships, and consent

We will ensure that parents/carers and our partner agencies are aware of our safeguarding policy by ensuring that it is on the college website.

2. Definitions

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

- protecting them from maltreatment;
- preventing impairment of their mental and physical 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.

Children includes everyone under the age of 18.

3. Principles

Safeguarding arrangements in the college are underpinned by the two key principles:

- Everyone who comes in to contact with children and their families has a role to play in safeguarding children. All governors, employees, supply staff, contractors, trainees and volunteers have a responsibility and role to identify concerns, share information appropriately and take prompt action. All employees will maintain an attitude of “it could happen here” where safeguarding is concerned.
- When concerned about the welfare of a child, employees will always act in the best interests of the child. The college operates a child centred approach taking into account children’s views and voices. The child’s wishes and feelings will be considered when determining what action to take and services to provide to protect individual children, through ensuring there are systems in place for children to express their views and give feedback. The child’s wishes are particularly important when peer on peer sexual violence and/or harassment is reported and will be carefully considered, balanced with the need to protect other children.

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

Children 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.

5. Responsibilities

Safeguarding is Everyone’s Business.

Everyone working in, or for our college, takes all welfare concerns seriously and encourages children to talk about anything that worries them. We share an objective to help keep children safe by contributing to:

- Providing safe environments, with secure access, where children can learn and develop
- Acting in the best interests of children to protect them online and offline, including when they are receiving remote education;
- Identifying children who may need early help, and who are at risk of harm or have been harmed. This can include, but is not limited to, neglect, abuse (including by other children), grooming or exploitation;
- Taking timely and appropriate safeguarding action for children who need extra help or who may be suffering, or likely to suffer, harm. This includes, if required, referring in a timely way to those who have the expertise to help;
- Using safe recruitment processes and managing allegations that may meet the harm threshold and allegations/concerns that do not meet the harm threshold, referred to as low-level concerns.

The Chief Executive Officer will ensure that the policies and procedures adopted by the governing body are understood and followed by all employees. This includes working with the designated safeguarding lead and other senior leaders, to ensure the effectiveness of safeguarding within the college and ensuring that educational outcomes of children who have or have had a social worker are promoted.

The Director of Services for Students is DCGs Designated Safeguarding Lead (DSL) and is responsible for the development of the policy and overseeing the implementation of the arrangements covered by this policy including accountability for ensuring that safeguarding records are retained, stored and destroyed in the appropriate manner. See [Keeping Children Safe in Education](#). Annex C for further detail regarding the role of the DSL.

The Governing Body have a strategic leadership responsibility for the DCG safeguarding arrangements and the responsibility to ensure that the college complies with safeguarding duties under the legislation, Keeping Children Safe in Education (DFE Sept 2022). 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 Senior Leadership Team, College Management Team, Deputy Designated Safeguarding Leads and Safeguarding Officers are responsible for the delivery of the safeguarding procedures.

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

Multi-agency working - The safeguarding partners in Derby and Derbyshire have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children and adults at risk in a local area. The local area safeguarding partners are Derby City Council, Derbyshire County Council, Derbyshire Constabulary and Derby and Derbyshire Clinical Commissioning group. The partners will agree on ways to co-ordinate their safeguarding services, acting as a strategic leadership group in supporting and engaging others and implementing local and national learning including from serious child safeguarding incidents.

As a relevant agency, the college understands its role within local safeguarding arrangements and operates in accordance with the [Derby and Derbyshire Safeguarding Children multi-agency procedures](#), including the local criteria for action (known as the [Threshold document](#)) and local protocols for assessment in in [Derby](#) and Derbyshire (note: this is currently under review). The college is also aware of and implements any local learning where appropriate, such as those as outlined in DDSCP Briefing note: [safeguarding school age children and](#)

[learning from case reviews](#) and other DDSCP briefing notes located in the multi-agency safeguarding children procedures [document library](#).

The college will work in partnership with the Derby and Derbyshire Safeguarding Children Partnership (DDSCP) and follow relevant local arrangements as published including the local criteria for action (known as the Threshold document) and local protocols for assessment in Derby and Derbyshire. DCG works with a range of local agencies to support vulnerable children including CAMHS, SV2, Safe and Sound, Breakout, Building Sound Minds, Health Services, Trent PTS, local authority early help teams, social care, the police, DSL Network Group, CEASE, Safeguarding Education Hub, Prevent Team, and SDAT (Operation Encompass). This partnership work may encompass holding regular meetings in college; taking part in partnership forums/events; and hosting meetings for individual children and families in college.

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, newsletters 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 DCG Safeguarding Senior Leadership Group and 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.

8. Procedure

DCG's Safeguarding Procedures set out the framework for DCG's approach to safeguarding all.

9. Guidelines

DCG's Safeguarding Guidelines provides additional information to support the College's Safeguarding Policy and supporting Procedures.

10. Templates and Forms

External Events and Visiting Speakers Risk Assessment Form (*supporting document downloadable from the convergepoint policy portal*)

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.)

DCG Policy, Procedure and Documents

- DCG Safeguarding Strategic Policy Framework
- DCG Health and Wellbeing Strategic Policy Framework
- 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
- Disciplinary Policy for Employees
- Employee Recruitment & Selection Policy
- Employee Bullying and Harassment Policy
- Retention of Records Policy
- Employee Code of Conduct
- Public Interest Disclosure Policy (Whistleblowing)
- E-Safety Policy
- Disclosure to Parents/Carers (16 to 18 and vulnerable adult students) Procedure
- Positive Behaviour (including Student Discipline) Policy
- Criminal Conviction Risk Assessment Policy
- Personal Assessment Plan Policy
- Educational Visits Policy
- Self-Harm Policy
- Fitness to Study Policy
- DCG Prevent Risk Register and Action Plan
- DCG Safeguarding Work Plan
- Vulnerable Student Safety Plan

Local and National Policy Guidance

The policy is consistent with [Derby and Derbyshire Safeguarding Children Partnership web-based procedures](#), including the local criteria for action (thresholds document) and local protocol for assessment. These can be found on the [Policy and Procedures](#) page of www.ddscp.org.uk. DCG will adhere to the Derby and Derbyshire Safeguarding Children Partnership procedures.

This policy will also adhere to local and national statutory requirements and guidance

- [Working Together to Safeguard Children](#) (2018)
- [Keeping children Safe in Education](#) (2022)
- [Designated teacher for looked-after and previously looked-after children](#) (2018)
- [Human Rights Act](#) (1998)
- [Equality Act](#) (2010), including the Public Sector Equality Duty
- [Derby and Derbyshire Multi-agency Safeguarding Children procedures](#)
- [The Children Act](#) (1989) and [Children Act](#) (2004)
- [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (2018)
- [Protection of Freedoms Act](#) (2012)
- [Data Protection Act](#) (2018)
- [Prevent Duty Guidance](#) (2015)
- [Prevent Duty Guidance: for further education institutions in England and Wales](#) (2015)
- [Mandatory reporting of Female Genital Mutilation – procedural information](#) (2015)
- [Sexual Offences Act](#) (2003) and [Serious Crime Act](#) (2015)
- [SEND code of practice: 0 to 25 years](#) (2014)
- [Sexual violence and sexual harassment between children in schools and colleges](#) (2021)
- [Children Missing Education; statutory guidance for local authorities](#) (2016)
- [Relationships Education, Relationships and Sex Education \(RSE\) and Health Education](#) (2019)
- [Serious Violence Strategy](#) (2018)
- [Promoting the education of looked-after children and previously-looked after children; Statutory guidance for local authorities](#) (2018)
- [Promoting and supporting mental health and wellbeing in schools and colleges](#)
- [Elective home education](#) (2019)