

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

- The Vetting and Barring Scheme
- 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)p12 para79

The legislation is specifically associated with children, young people and vulnerable adults. However 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 Local Safeguarding Children Boards (LSCB) and the Independent Safeguarding Authority (ISA). 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.

Definitions of Terms:

The College uses the following definitions in 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 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.

Every Child Matters (ECM):

The College has endeavoured to incorporate the five outcomes of ECM into all activities carried out by staff and students. The ECM themes are incorporated into the Safeguarding agenda and the College deems that all five themes provide a cohesive framework for a whole organisational approach to Safeguarding although 'staying safe' has a particularly high profile in relation to Safeguarding.

Equality & Diversity

The College actively promotes Safeguarding and Equality and Diversity 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 and Diversity and Safeguarding are mandatory and attendance is monitored through the College Appraisal Process ensuring all staff are fully aware of the importance of Safeguarding and how to keep students safe from harm.

Health & Safety

The College has incorporated 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:
 - Equal Opportunity Policy
 - Health and Safety Policy
 - Confidentiality Policy
 - Visitor Policy
 - Computer Services Policy
 - Computer Services Acceptable Use Policy
- Policies that relate to students:
 - Safeguarding 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 Procedure
 - Student Disciplinary Policy and Procedures
 - Mental Health Policy and Procedure
 - Restraint Policy
 - Student Harassment and Bullying Policy
 - Looked After Children Policy
- Policies that relate to staff:
 - Staff Code of Conduct
 - Recruitment and Selection Policy (incorporating Safe Recruitment)
 - Confidential Reporting Code and Procedure (Whistle blowing) Policy
 - Lone Working Policy
 - Safeguarding Code of Conduct for Contractors and Visiting 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 Evacuation Procedure
- 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

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
- Senior Manager nominated person
- Safeguarding nominated person (staff)
- Safeguarding nominated person (students)
- Designated Child Protection Co-ordinators
- Estates and Health and Safety 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 and the National Health Service.

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 half termly basis and copies of minutes will be available to the Governing Body. This committee is to consist of the nominated Governor, Senior Manager (overall responsibility), Senior Manager (Students), Senior Manager (Staff), one Designated Child Protection Officer, Health and Safety Co-ordinator, a student, IT Manager, a member of HE staff, a member of FE staff, Outcentres Manager, WBL Manager, a member of staff from the Pre School, representative from Princess Christian's Farm, Front-line representative, representative from the Local

Safeguarding Children Board (LSCB), representative from the Social Services and a representative from the local Police.

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

The terms of reference of the group are:

- To ensure that Safeguarding is taken into account in all strategic planning processes.
- To agree the Safeguarding Strategy, Policy and the College Action Plan.
- To monitor the Safeguarding Action Plan and annually review the Strategy and Policy.
- To ensure the College works effectively with partner organisations, local safeguarding boards and employers to share good practice and establish procedures and protocols.
- To ensure effective dissemination of Safeguarding policies, procedures and guidelines to staff and students.
- 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.
- To monitor and review Safe Recruitment and training for Hadlow College's diverse workforce.

Lynda Brown
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