



**QUALITY IMPROVEMENT PLAN FOR: Safeguarding**

**Year: 2016-2017**

**Identified area for development:** Strategic Objective: Students are actively encouraged to understand how to stay healthy and safe and how to protect themselves from risk (radicalisation, extremism, bullying, abuse, life choices)

| Detailed Action Required   | Person Responsible                                | Target Date | Target Outcome or Performance Indicator to Evidence Achievement   | Monitoring/Reporting Arrangements (who/when?) | Monitoring See Monitoring Scale Below |  |
|--|---|-------------|---|---|---------------------------------------|--|
|  |   |             |   |   | Monitoring Grade                      | Date   |
| 1. Staff to be appropriately trained in accordance with their role in College.   | Head of HR<br>Head of SS&I                        | July 2017   | Staff to be qualified to level 2 with 3-year updates completed.<br>Focus for year to include:<br>- Sexual exploitation<br>- Prevent Duty and Radicalisation<br>- On-line safety<br>- HR aspects including recruitment<br>- Data Protection                              | SLT<br>Safeguarding Group                     | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 2. All Governors to be appropriately trained and receive regular updates on safeguarding activity.   | AP (QISS)<br>Head of SS&I<br>Safeguarding Officer | July 2017   | All new and existing governors to have completed safeguarding training.<br>Reports and updated QIP to be presented to governors, termly.  | Corporation<br>SLT                            | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 3. Complete at least 2 random audits of HR files   | AP (QISS)<br>Head of HR                           | July 2017   | Random audit of HR files completed twice per year and to include Single Central Register (SCR) auditing.  | SLT   | D<br>D<br>D<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 4. All DBS's or references received or disclosure of criminal activity with activity managed appropriately (staff, students, governors and contractors). | Head of HR<br>Head of Performance                 | July 2017   | All DBS on SCR – updated and monitored.<br>All staff and students interviewed and action taken/ reported. Reports/external referral as appropriate. Decisions made regarding remaining as student/employee.<br>All student criminal conviction disclosures followed up. | SLT<br>Safeguarding Group                     | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |

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| 5. Robust contractor management in place for all contractors on site. | H&S Manager                                       | July 2017   | <ul style="list-style-type: none"> <li>All on site contractors have NLC validated DBS and are monitored if activity recorded. Certificates are stored for 3 years.</li> <li>Risk Management and control of contractors when on site.</li> <li>Pre-selection for competence and safeguarding in place.</li> </ul>  | SLT Corporation                               | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 6. Campus safety and security is continually reviewed.                | Head of Estates AP (QISS)                         | July 2017   | <ul style="list-style-type: none"> <li>Campus safety and security is regularly monitored and reviewed.</li> <li>Views sought and actions taken as required.</li> <li>Lanyards evident.</li> </ul>   | SLT Corporation                               | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 7. All policies and procedures are regularly reviewed and updated.    | H&S Manager<br>Head of HR<br>AP (QISS)            | July 2017   | <ul style="list-style-type: none"> <li>All policies, arrangements and activity are up to date, monitored and communicated to all stakeholders.</li> </ul>   | H&S committee<br>SLT Corporation              | D<br>C<br>B                           | 30/11/16<br>26/01/17<br>28/02/17             |
| 8. Safeguarding is actively promoted, including the Prevent Duty.     | Safeguarding Officer<br>Head of SS&I<br>AP (QISS) | July 2017   | <ul style="list-style-type: none"> <li>All staff and students aware of provision, safeguarding, counselling and security.</li> <li>Publicity material in evidence across campus.</li> <li>Regular reports available demonstrating referrals and support provided.</li> <li>Awareness raising and training provided for students.</li> <li>Incidents reported and investigated.</li> </ul> | SLT Safeguarding Group                        | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |

**Monitoring Grade:** A Well ahead of performance target; B Achieved performance target; C Significant progress towards target; D Too early to assess; E Needs significant further action; F Potential difficulties identified, currently not achieved; G Target no longer relates to plans.

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| 9. All outreach activity engages with NLC systems and processes for safeguarding. | Safeguarding Officer<br>Head SS&I<br>Head HR<br>AP (QISS) | July 2017   | <ul style="list-style-type: none"> <li>All off campus and 3<sup>rd</sup> party provision adheres to NLC policies and processes.</li> <li>All off campus staff trained to minimum Level 1.</li> </ul> | SLT<br>Safeguarding Group                     | E<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 10. Students are active partners in their safeguarding responsibilities.          | Head of SS&I<br>E&D Leader                                | July 2017   | <ul style="list-style-type: none"> <li>Students attend and express their views.</li> <li>Students report concerns.</li> </ul>  | Safeguarding Group                            | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |
| 11. The College proactively engaged with external partners                        | All Group Members   |   | <ul style="list-style-type: none"> <li>Attendance at LSCB meetings, CSE, MACE, Prevent and reporting of outcomes and inclusion in policy/practice development.</li> </ul>                            | Safeguarding Group                            | C<br>C<br>C<br>C                      | 30/11/16<br>26/01/17<br>28/02/17<br>03/05/17 |

#### Progress Comments:

- CG to plan activity for CSE in Spring Term. Comprehensive programme to address Prevent completed in term 1. Online safety included in Staying Safe month in November. Recruitment training completed for some interview chairs, further training to be provided for CLEF members. Data protection policy update ongoing.
- Governors access training in year. Ofsted update, including Safeguarding and Prevent provided by KJS at governor development day on 21/11/16. Safeguarding report completed for December Corporation meeting.
- To complete next term, 4 day external audit by Mazars completed in early November.
- DBS checks ongoing. 1 disclosure this term, by a contractor, investigated. Work at College agreed following this.
- See above comment.
- Improvements to road safety, lighting, entry barrier all completed this term.
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- Safeguarding and Prevent promoted from new students welcome talk onwards. Awareness raising in place including online resources. Publicity material to be updated to reflect new post holders.
- Futsal – WRAP training planned. Child Protection L2 to complete.
- Student Advocates completed Safeguarding and Prevent training and self refer.
- Ongoing engagement with key partners. Section II Audit completed for LSCB. Annual safeguarding audit completed for Local Authority.

Updated Comments – 26/01/17

1. Training ongoing to address new staff and those requiring refreshing as per cycle.
2. Outstanding governor DBS now received.
3. Dates to be set, external audit completed in November included some HR audits.
4. Self disclosure for all new staff members introduced in year.
5. External audit raised some issues re contractors to be addressed. All staff to be reminded of procedure for this.
6. Speed retarders now in place and entry barrier re-located to Estates House.
7. Safeguarding Policy updated and approved by SLT in January 2017.
8. Promotions and events via Tutorials ongoing.
9. Futsal have completed WRAP training, need to check CP2.
10. Students are actively involved, asked via surveys etc for their views.
11. Ongoing active engagement with key partners.

Updated Comments – 28/02/17

4. Management of students DBS certificates raised as a housekeeping action in the external auditor's report. Process and procedure under review and immediate actions taken to address the gaps.
5. In response to external auditor's report. Added to 5, DBS certificates for contractors to be stored for 3 years.
6. Review procedure for Kingsway Consulting attendees and those attending for long courses to either complete a full enrolment form, or ensure we have captured sufficient information. W/c 27/02/17 – College-wide activity by CLEF members to reinforce lanyards/ID and professional standards.
7. Safeguarding Policy update and re-circulated in January 2017 with specific attention drawn to ID cards, external speakers, contractors on site and part 1 of 'Keeping Children Safe in Education'.
10. Peer mentor training to be offered to student advocates.

Updated Comments – 03/05/17

1. Training ongoing, online approach to be developed and encouraged.
3. Dates set for random audit.
8. Students to be consulted on awareness raising and promotion.