

Introduction, Scope and Purpose

1. Safeguarding is an all-encompassing term used to describe many aspects of keeping our students safe:
 - Student health, safety and wellbeing
 - Child protection
 - Protection of adults at risk
 - Bullying, harassment and discrimination including racial abuse
 - Abuse and neglect
 - Domestic violence
 - Safety from sexual exploitation, female genital mutilation and forced marriage
 - Alcohol, drug and substance misuse
 - E-safety including all aspects of electronic communication
 - Financial exploitation
 - Protecting people from radicalisation and extremism
 - The security and safety of the College campus or place of learning
2. The policy covers all College students whether they are based on campus, on a visit, at a work placement or in workplace learning; it covers all aspects of a student's programme regardless of where it takes place. It is the responsibility of all staff to understand their role in supporting safeguarding across all aspects of provision and for familiarising themselves with the appropriate procedures and other policies that support this overarching document.

Key Principles

3. The College will operate within the following key principles when it relates to safeguarding:
 - All people will be treated with respect and with courtesy by staff and students in an environment that is free from harassment or discrimination.
 - All training rooms, communal areas, facilities and equipment will comply with legislative health and safety standards.
 - The College will work with students and other agencies to promote a safe and healthy culture.
 - The College will develop partnerships to proactively protect students at risk of abuse, neglect or at risk of radicalisation.
 - Staff will be trained and will have a clear understanding of personal safety and good safeguarding practices as well as what factors may make students vulnerable to a range of safeguarding concerns.
 - The College will work with students to promote their own personal health, well-being and safety including their safety online.
 - The College will work proactively to raise awareness of radicalisation and extremism in order to prevent people from being drawn into terrorism.
 - Students will receive confidential advice, guidance and support for a range of issues that they may face. They will be signposted to external agencies where specialist support is required.
 - The College will support students to have personal resilience and be able to make informed and sensible decisions about their safety and wellbeing.

Students' Entitlement

4. In order to promote a healthy and a safe environment, our students will be entitled to the following:
 - The right to make a disclosure to any member of staff and know that the disclosure will be dealt with quickly, sensitively and appropriately.
 - To learn in an environment free from bullying or harassment.
 - To be made aware of strategies and actions that to keep themselves safe whether in college, outside college or on line.
 - To be made aware of the basic principles of safe learning and safeguarding relevant to the programme that the student is completing.
 - To be made aware of how to access support on personal health and safety issues either within the College or from outside agencies.
 - To be provided with up to date information around personal safety issues.
 - The opportunity to comment and feedback on the extent to which the College and courses promote and maintain well-being and personal safety.
 - Learn about interpersonal and communication skills that promote and establish a welcoming, safe and respectful environment.

Strands of Activity

5. The safeguarding efforts of the College are supported by the following core strands of activity, where relevant, working procedures and other policy documents have been signposted within this section.

Safe learning

6. The principles of the 'Keeping children safe in education' and safeguarding agendas will be embedded within the College's teaching and learning practices and within the College's quality assurance and quality improvement frameworks. Safe recruitment practices will be implemented as outlined in the relevant section of this policy.
7. The College is committed to engaging students on issues related to financial health, mental health and physical health – in order to improve their quality of life. The aim is to provide students with the tools to make healthy and safe decisions.
8. The College's commitment to safe learning is enshrined within the following policies and procedural documents: guide to outstanding teaching, learning, training and assessment 2016/17; the tutorial policy; the quality assurance and quality improvement strategy; the teaching, learning, training and assessment observation policy; student code of conduct and disciplinary procedure and as appropriate HR policies and procedures.

Safe environment

9. The College will provide an environment that is safe and secure for all users, whilst at the same time is friendly and welcoming. Robust systems and processes will be in place for staff and student identification and for visitor registration. A culture of respect that is free from bullying and harassment will be engendered. Health and safety is of paramount importance and as such all facilities and resources will comply with legislative requirements for health and safety.

10. The College's commitment to the safe environment is enshrined within the following policy and procedure documents: the health and safety policy and manual; the IT acceptable use policy for students and the incident reporting procedures.

Safe recruitment

11. The College will comply with best practice in the recruitment and training of its staff, in line with legislative requirements. Staff will undergo the appropriate DBS checks for their role where applicable, and undertake mandatory safeguarding training appropriate to their role. Staff will understand the principles of safe working practices, as outlined in the Safe Working Practices at West Nottinghamshire College document and the Code of Conduct, and how not to put themselves in situations that compromise themselves or students. All new starters will receive an appropriate induction, including safeguarding.

Safeguarding students

12. The College has a legal obligation to protect young people and vulnerable adults from abuse. The College has an appropriately trained safeguarding officer and other staff that form a 'safeguarding team' who will ensure that disclosures made by students are dealt with quickly, sensitively and appropriately. All staff will be trained in the appropriate response to a student disclosure and the correct procedure for dealing with concerns about a student. Teams will work with students to proactively protect them from abuse and neglect and prevent students being placed in an abusive situation.
13. The College's commitment to the protection of young people and vulnerable adults is enshrined within the Safeguarding Procedure.

Preventing people from being drawn into terrorism

14. The College has certain duties enshrined within the Counter Terrorism and Security Act 2015. All staff are aware of their *Prevent* duties and the College has robust processes in place to respond to concerns about students and staff members. There is a proactive and positive tutorial programme that enables students to explore and discuss issues in a safe and open environment.
15. The College's commitment to *Prevent* is encapsulated within the *Prevent* policy, risk assessment and action plan and has been incorporated into the Speakers and Events Policy, IT acceptable use policy and safeguarding procedures.

Governance and reporting

16. The College has an established safeguarding steering group to oversee its work in this area. The steering group is chaired by a member of the Executive Team and meets at least once per term. A governor is a member of this steering group.
17. The Standards Committee of the Corporation Board receives a safeguarding update at each of its meetings; this report outlines progress against the College's development plan for safeguarding as well as providing anonymous reports of safeguarding incidents. In addition, at each meeting of the Corporation Board a report by exception of matters related to safeguarding, *Prevent* and equality and diversity is provided for governors.

Links with external agencies

18. The College works with Local Safeguarding Children Boards, the Local Authority Designated Officer, the Multi Agency Safeguarding Hub and other professions to ensure a comprehensive safeguarding network is in place. Advice will be taken from professionals within these organisations as appropriate.
19. The College will work proactively with the regional Prevent coordinators and where appropriate the local steering group and Channel panel.

Key Responsibilities

The Corporation Board – will have overall responsibility for ensuring that the College meets its obligations within this area. They will be responsible for the approval of relevant safeguarding policy.

The senior designated person – will be the Deputy Principal: Teaching and Learning. They will be responsible for ensuring that the safeguarding processes and procedures are robust and consistently applied and that the College fulfils its legal duties as enshrined within legislation.

The chair of the safeguarding steering group – will be the Deputy Principal: Teaching and Learning. They will be responsible for ensuring that the College is proactive in the promotion of safeguarding, the production and monitoring of a safeguarding development plan and for providing regular reports to the College's Executive Team, Standards Committee and Corporation Board.

The Director: Human Resources – will be responsible for ensuring that safe recruitment practice is embedded and implemented across the College, that the single central record is accurately maintained and that all staff have received appropriate training and development. They will be the first point of contact for complaints made against staff and will liaise with the Local Area Designated Officer on all such matters.

The College Leadership Team and the Executive Team – will be responsible for ensuring that all staff have an understanding of safeguarding and have received appropriate training and development and that the staff recruitment and selection procedure is followed at all times. They will ensure that safeguarding is given high priority within their teams.

All employees - will have a responsibility for completing their training, familiarising themselves with *Keeping children safe in education: safeguarding information for all staff* (Department for Education 2015) the Safeguarding Procedure, the *Prevent* Policy and any other related safeguarding policies and procedures. They are also responsible for ensuring they understand their own role in the promotion of safeguarding and the appropriate action to be taken should they receive a disclosure or have concerns about a student.

Further Information, Advice and Guidance

Information, advice and guidance can be sought from any of the following:

- The Deputy Principal: Teaching and Learning
- The Director: Human Resources
- Any member of the safeguarding steering group – in the first instance contact Jan Littler within the PAs' office
- The Safeguarding Officer or any member of the safeguarding team – see the homepage of staffnet for the on-duty member of staff
- The health and safety team
- Staffnet contains all of the documents mentioned within this policy