



SAFEGUARDING STRATEGY

Responsible Officer: Vice Principal Curriculum
Date: February 2010
Review Date: February 2011
Review Body Safeguarding Group
Policy Available: Staff and Student Intranet

Safeguarding Strategy

This strategy aims to support the College's mission by creating a learning culture where all students, staff and visitors are safe and feel safe regardless of any personal characteristic including age, disability, gender, gender identity, race, religion and belief and sexual orientation.

Safeguarding is a core element of all aspects of College activity. The term Safeguarding describes the broader preventative and precautionary approaches to planning and procedures that are necessary to be in place to protect all students, staff and visitors and minimise risk from any potential harm. Protection of children and young people, vulnerable adults and adults at risk of becoming vulnerable, 'Safer Recruitment' practice and health and safety are all aspects of Safeguarding.

The College recognises that personal safety is a fundamental precondition for effective and successful teaching and learning and can only be felt in a safe learning environment that promotes well-being, safety and security for all students, staff and visitors.

The College recognises that Safeguarding impacts on all areas of an individual's life. The College aims to build knowledge of Safeguarding and resilience in students within their College experience, personal lives and within the community.

In delivering this strategy we will develop further our learning culture in which:

- Safeguarding is recognised as everyone's responsibility;
- the College promotes awareness of all aspects of Safeguarding to students, staff and visitors;
- the focus is to empower students to be safe and resilient;
- a culture of vigilance is established within the staff and student body;
- 'Safer Recruitment' practice is core to all aspects of staff and student recruitment policy and procedures, including for volunteers;
- Safeguarding contributes to the success of students;
- Safeguarding is recognised as both a leadership responsibility, where there are clear lines of accountability, and a mark of good governance;
- the College plays a key part in the social cohesion agenda;
- there is a focus on preventative action not just reaction;
- there are effective policies and procedures in place covering the range of aspects of Safeguarding;
- there is a culture of listening to and engaging students and staff enabling all to contribute directly to the development of policies and procedures relating to Safeguarding;
- the different needs of individuals are properly understood and adjustments made as appropriate;
- children, young people, vulnerable adults and adults at risk of being vulnerable are protected from potential harm;

- professional development ensures a focus on best practice not just legal compliance;
- There is a focus on ensuring that environmental risks are minimised for students, staff and visitors.

Mission

An outstanding College at the heart of our city: nurturing ambition and delivering success.

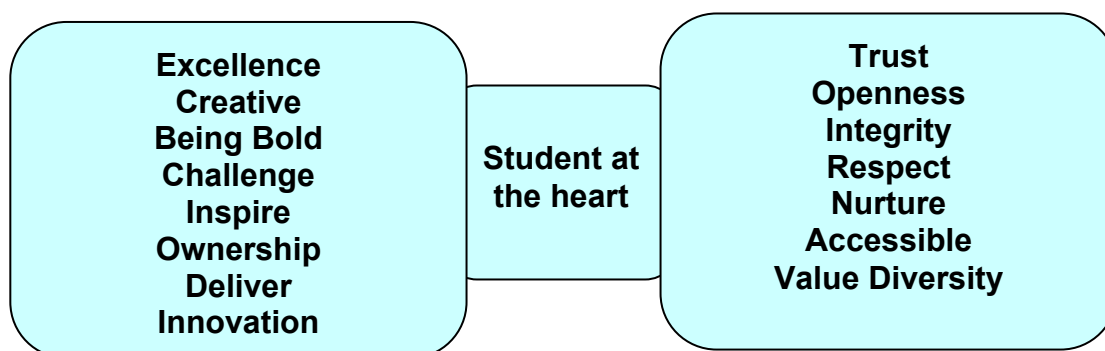
Vision

Milton Keynes College will be at the heart of a connected and inclusive learning community.

We will drive new models and partnerships to create an education landscape where there are no boundaries to limit access, progress and success.

We will be a catalyst for economic prosperity and wellbeing.

Values



Safeguarding Strategic Framework

Safeguarding Objectives		
Students	Staff	Partnerships
Outstanding student success	A vigilant and aware workforce	Developing partnerships that positively impact on Safeguarding

Strategic Focus 2009-2012
<ul style="list-style-type: none"> ❖ be recognised as a beacon of Safeguarding excellence; ❖ create and sustain a culture of vigilance in relation to aspects of Safeguarding; ❖ recruit and retain a safe workforce; actively monitoring, promoting and contributing to a safe working environment for everyone; ❖ actively seek to work in partnership with organisations and individuals to contribute to the Safeguarding agenda; ❖ ensure that leaders and Governors give a high profile to Safeguarding to ensure that it is central to and explicit in all aspects of the College's work.

Key Performance Indicators		
Student Success	Staff	Partnerships
Every Child Matters (Staying Safe) [△]	'Safer Recruitment' practice [□]	Children's Trust Board and 14-19 Partnership [△]
Child Protection & Vulnerable Adults Referrals [□]	Professional development [□]	Local Safeguarding Children Board [△]
Recruitment Mental Health and Criminal Conviction risk assessments [□]	Accidents and incidents ^{**}	Primary Care Trust [△]
Accidents and incidents ^{**}		Adult Social Care Access Team (ASCAT) [□]
Counselling, Mentoring & Welfare Uptake [□]		Milton Keynes Business Resilience Board [□]
Trips and Visits ^{**}		Police, Fire and Prison Services [□]
Annual Policy Review [□]		Voluntary and Multi-agency groups eg Safer Schools Partnership, MK Mind [□]

[□] Safeguarding Report, annually to Board
[△] College Self-assessment Report

^{**} Health & Safety Report, termly to Board
[□] Safeguarding Report, annually to Safeguarding Group in November

Leadership and Governance

The Principal and Chief Executive has the lead responsibility for Safeguarding including the protection of children and young people, protection of vulnerable adults and adults at risk of becoming vulnerable and health and safety. He is supported in this by members of the Senior Management Team who act as operational lead for individual aspects of Safeguarding.

To monitor the implementation of this Strategic Framework, the College has an established, formal reporting structure which encompasses protection of children and young people, protection of vulnerable adults and adults at risk of becoming vulnerable and Health and Safety.

The College has a designated Governor for the protection of children, young People, vulnerable adults and adults at risk of becoming vulnerable. Safeguarding is identified as a Key Performance Indicator in the College's Strategic Framework and Governors seek to assure themselves that:

- learners are safeguarded and protected;
- staff take action to identify and respond appropriately to users' welfare concerns;
- Safeguarding is prioritised;
- the College works effectively together with other agencies and professionals to safeguard learners.

The College provides mandatory Safeguarding training to its staff and this is also available to Governors. Governors are kept abreast both of legislative changes regarding Safeguarding and the College's responsibilities for Safeguarding.

Procedures

Protection of Children, Young People, Vulnerable Adults and Adults at Risk of becoming Vulnerable

All members of staff and volunteers have a responsibility to safeguard students and to promote a culture of vigilance.

All new members of staff are inducted in the College's Safeguarding Strategy. Additionally, all members of staff and volunteers are trained in Child Protection and this is updated every three years to ensure staff know what to do if they have any concerns relating to Safeguarding.

The Safeguarding Group, chaired by the Vice Principal Curriculum, monitors the implementation of the Safeguarding Strategy and its associated action plans. The group is responsible for the review and monitoring of policies and procedures related to the protection of children, young people, vulnerable adults and adults at risk of becoming vulnerable. The Safeguarding Group recommends action plans to the Governing Body, receives reports and updates from key personnel and reports progress on an annual basis to the College Management Team and to the Governing Body. Policies related to both the Protection of Children and Young People and the Protection of Vulnerable Adults and Adults at Risk of Becoming Vulnerable have been developed with advice and support from the local Safeguarding Board, these are annually reviewed by the Safeguarding Group and follow or are in line with local Working Together Guidelines.

The Director of Student Services is the College's designated senior member of staff with overall responsibility for children, young people, vulnerable adults and adults at risk of becoming vulnerable protection issues and ensures that the referral process is effectively implemented.

In addition the College has three Designated Senior Managers who receive additional regular child protection training and who fully understand the criteria for making and responding to children, young people, vulnerable adults and adults at risk of becoming vulnerable protection referrals.

The Board has a Designated Governor (Governor Champion) for the protection of the foregoing groups, who is consulted, as appropriate, in any case which involves College employees.

The Student Services Manager has designated child protection responsibility and is responsible for chairing the Child Protection Training group. This group meets to share good practice, address issues and update on new developments and initiatives. Issues around safeguarding students are promoted, challenged and developed as live issues.

'Safer Recruitment' Practice

Currently, all new staff are required to undertake an enhanced CRB Check, and are checked against the three current barring lists (Protection of Children Act (POCA), Protection of Vulnerable Adults (POVA) and List 99) which are being replaced by two new ISA-banned lists.

By November 2010, under the new Vetting and Barring Scheme (VBS), all new staff (paid and unpaid) are legally required to have Independent Safeguarding Authority (ISA) registration before starting employment within the College. By January 2011, the College will also begin the process of registering all existing staff (commencing with staff who have the oldest CRB checks). To prepare the organisation for ISA

regulation changes and ensure support for Management, the Human Resources (HR) Team will communicate changes internally through the Safeguarding Team, the Staff Intranet, HR Team Meetings, Management Days, Spotlight Training, The HR News and internal email communications (this list is not exhaustive).

The Head of Human Resources and the Recruitment Specialist are on the Safeguarding Group, therefore allowing key areas to share information and good practice to meet with our overall Safeguarding obligations. Part of the Group's responsibility is to ensure that Safer Recruitment practices are extended to all volunteers, contractors and other external stakeholders who come into contact with students.

Human Resources Staff remain updated with Safer Recruitment (NSPCC) and Independent Safeguarding Authority (ISA) training and updates to ensure that regulations and safer recruitment practices are integrated into our own practice. Regular HR Team Meetings and internal communications are used to share good practice amongst the team.

Recruitment and Selection spotlight training is provided on a monthly basis, and is available to all Managers and Staff involved in the recruitment process. Part of this training includes updates on ISA regulations and the role of individuals in promoting Safer Recruitment, and the subsequent contribution to overall Safeguarding. Furthermore, all interviews include an HR representative to ensure that Safer Recruitment practices are followed throughout the recruitment and selection process.

In addition to internal communications and practices, the HR Team are communicating ISA regulations and promoting Safer Recruitment practices through external communications (job adverts, job descriptions and the College website). This is to ensure that job applicants are fully aware of ISA regulations and the College's commitment to a safer environment, whilst also deterring those who are unsuitable to work with children, young people and/or vulnerable adults and adults at risk of becoming vulnerable.

Health and Safety

The Health and Safety Executive Committee, attended by all members of the Executive and Senior Management Team and chaired by the Principal and Chief Executive, also meets termly. The Executive Committee receives reports from the committees and is responsible for setting the strategic direction for health and safety. The Health and Safety Executive Committee is responsible for the monitoring and review of policies and procedures related to health and safety. The responsibility for health and safety sits within the remit of the Quality Director who leads on the College's Health and Safety Strategy. The Director for Quality is accountable directly to the Principal and Chief Executive for the effective implementation of health and safety and works across the organisation to ensure a safety culture.

The Campus Committee structure incorporates three Health and Safety Committees, one for Bletchley campus and Kiln Farm, a second for Chaffron Way campus and UCMK and a third for community locations and offender learning. These committees meet termly and comprise representatives from each area along with the Facilities Manager, the Facilities Centre Coordinator and campus Centre Administrators.

Performance Monitoring Meetings are key operational meeting at which managers are held accountable for their area performance. A panel of Executive and Senior Managers reviews the progress of each delivery and student support area. All aspects of Safeguarding are reviewed as a standing agenda item at these meetings. Actions arising from these meetings are monitored through the management line. Good practice identified through these meetings is recorded and shared.

Partnerships

The College plays a key role in Safeguarding across Milton Keynes with representation on key boards in the city and strong local partnerships:

- the College Principal sits on the Milton Keynes Children's Trust Board;
- the Vice Principal (Curriculum) is a member of the Milton Keynes Safeguarding Children Board (MKSCB);
- the Student Services Manager is Chair of the MKSCB Teaching and Learning Sub-committee;
- the College has effective partnerships with the local police, including the co-financing of a local PCSO to work in the College and local community under the Safer Schools Partnership;
- the Director of Student Services represents the College on the YMCA Board (supports homeless young people);
- the Director of Student Services is a member of the Wolverton Task Force and the college is part of a pilot for effective working with young people relating to knife crime and gang culture;
- membership of the Milton Keynes Council led Business Resilience Forum.

The College works in partnership with a range of public sector and voluntary organisations including:

- Brook - sexual health and awareness;
- Primary Care Trust (PCT) - Health Promotion, Chlamydia screening, HPV vaccinations, health bytes, smoking cessation;
- National Association for the Care and Resettlement of Offenders (NACRO) - criminal disclosure for safe recruitment of students;
- Certified Alcohol & Drug Addiction Counsellor (CADAC) and Compass - accurate information and support regarding substance misuse.

Student Voice

The Student Council is a forum that meets twice each term and is designed to help change and improve life at College. Student representatives attend meetings and represent their fellow students. Safeguarding is a standing item on all agendas. A working group of the Student Council focuses solely on issues around Safeguarding and reports to the relevant executive group.

The College is committed to involving students in all aspects of College life and decision making and values their contribution to Safeguarding.

Students' views are sought through the tutorial system, focus groups and feedback is encouraged throughout the student's time at College.

Milton Keynes College Equal Access Forum (EAF) is a group of students and staff with a positive interest in disability and a desire to make a difference. EAF's aims are to:

- promote equal access for all;
- inform and raise awareness of disability issues across the College;
- discuss solutions to disability issues.

A Facilities Centre Co-ordinator attends EAF and feeds back issues raised to the Campus Committee Groups.

Communicating this Strategy

This Strategy is available on the College Website www.mkcollege.ac.uk and is shared with key stakeholders and partners. The Strategy is issued to all applicants for positions at the College and is shared with prospective students at interview.

Useful Links

Safeguarding Children and Young People Policy and Procedures

Safeguarding Vulnerable Adults Policy

Student Admission Policies:

General

Applicants with Unspent Criminal Convictions

Applications from students previously excluded from College

Conditional Entry

Equality and Diversity Strategy

Equal Opportunities Policy

Anti-Harassment – students

Public Interest Disclosure (Whistle blowing) Policy and Procedure

Acceptable use of technology / IT safe user policy

Student code of conduct

Volunteering

Mental Health Policy

Student Visits policy

Workplace risk assessments

Risk Assessments policies

Evacuation policy and procedures

First aid policy and procedures

Disciplinary Policy (staff and students)

Drugs Policies (staff & students)

Critical Incident and Disaster Recovery

Health & Safety Policy Statement

HR Strategy

IFL Standards of Professional Conduct for Teachers