Safeguarding & Child Protection Policy

WINDSOR FOREST COLLEGES GROUP

Our Mission

Inspire ambition and make a positive difference to lives through learning.

Our Values

Learners First - placing the learner at the heart of all we do

Community - working collaboratively to achieve

Empowering - enabling all in a caring environment to achieve their full potential

Excellence - a culture of creativity, high expectations, ambition and aspiration

Diversity - celebrating diversity and inclusivity as a key to our success

Integrity - honesty, openness and trust at the heart of College life

Respect - showing fairness, courtesy and mutual respect

Safeguarding & Child Protection Policy

Contents

1.   Policy Outline

1.1   This policy sets out the Windsor Forest Colleges Group's (WFCG)[1] overarching vision and commitment to safeguarding and child protection.

1.2   It's describes our statutory duties, the legislative framework in which we operate and our expectations of staff and stakeholders to ensure appropriate and timely action is taken in the event of the disclosure of abuse.

1.3   The Policy includes the College Group's position on the delivery and implementation of the Prevent Duty, which includes Fundamental British Values.

2.   Policy Statement

2.1   The College Group is committed to providing a learning environment where all users, but particularly children, and vulnerable adults, feel safe and secure, know how to request and receive effective help if they are in danger, learn how to keep themselves safe (including online) and where they can learn, flourish and progress effectively.

2.2   Additionally:

2.2.1   Safeguarding is recognised as everyone's responsibility. All staff, governors, volunteers, students, employers, and other stakeholders should play their full part in keeping children, vulnerable adults and the wider college community safe.

2.2.2   The College takes appropriate action to ensure all members of the college community stay safe in College, including during college-related activities and work based learning.The College aims to also support students to keep themselves safe outside of College and at home to ensure they have the best possible life and educational outcomes.

2.2.3   Everyone who comes into regular contact with children and vulnerable adults through the College Group is subject to employment checks and training, appropriate to their level of role and responsibility.

2.2.4   All staff, students and wider College users have a clear understanding of abuse and neglect in all forms; including how to identify, respond and report. This includes knowledge of the process for allegations against professionals.

2.2.5   Students, staff, governors and volunteers are confident that they can report all matters of a safeguarding nature to the safeguarding team, where the information will be acted upon swiftly and securely, following the correct procedures with the safety and wellbeing of the students at the centre of the referral process.

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[1] WFCG are Strodes's College, Windsor College and Langley College

3. Scope

3.1 The WFCG has a statutory and moral duty to ensure that it safeguards and promotes the welfare of all College users but in particular the children and vulnerable adults, who receive education and training through the College Group.

3.2 This Safeguarding and Child Protection Policy applies to all staff, students, apprentices and other College users; including volunteers, external contractors, and employers who take students for any form of work based learning or work experience.

3.3 The policy should be read in conjunction with the WFCG **Safeguarding Procedures (2019-20),** which give details of how the College manages Safeguarding and Child Protection disclosures and concerns.

3.4 Throughout the Policy and Procedures, reference is made to College students. This term is used to refer to all students but with particular reference to those under the age of 18 years (children) and vulnerable adults.

3.5 A vulnerable adult refers to any person over the age of 18 who amongst other indicators:

- Is or may be in need of community care services by reason of mental or other disability, age or illness.
- Is or may be unable to take care of himself or herself.
- Is or may be unable to protect himself or herself against significant harm or serious exploitation.

3.6 Our commitment to safeguarding is underpinned by the following legislation and guidance:

- Department for Education statutory guidance 'Keeping Children Safe in Education' (September2019).
- Working Together to Safeguard Children' (2018).
- The Counter Terrorism and Security Act (2015).
- The Prevent Duty Guidance for further education institutions in England and Wales July 2015 and the March 2016 update (Department for Education).
- Serious Crime Act and the mandatory reporting of female genital mutilation (FGM) October (2015).
- The Anti-Social Behaviour, Crime and Policing Act (2014).
- The Berkshire and Surrey online procedures maintained by the Local Safeguarding Partnerships .
- Guide to the General Data Protection Regulation (GDPR) March 2018

4. Policy Details

4.1 The College provides a safe, non-threatening, inclusive environment in which all College users can operate and learn in an environment where they are treated with respect and dignity, feel safe, are listened to, where account is taken of their wishes and feelings and where positive well-being is promoted. Through the provision of this environment, the

College aims to develop. students and staff who are confident, healthy, safe and emotionally resilient.

4.2 The College focus is on minimising the risk of harm to children and vulnerable adults, including the recognition of peer on peer abuse and responding to this with the same commitment as with any other form of abuse. Staff will always act in the best interest of the students when responding to welfare concerns, and will maintain an attitude of *"it could happen here"* where safeguarding is concerned.

4.3 The College is an intrinsic part of the local community and, as such, has strong relationships with external agencies for example, the Surrey and Berkshire Local Safeguarding Partnerships and local authority strategic groups such as the Slough Preventing Violent Extremism Group. These relationships allow the College to address local and national safeguarding priorities as well as accessing support to manage and reduce potential conflict within the College and help different groups of people to respect each other and tolerate difference.

4.4 The College Group actively promotes Fundamental British Values in all of our work and gives our students the opportunity to mix and learn with, from, and about those from different backgrounds. (See Section 6 Radicalisation and the Prevent Duty).

4.5 The College is committed to delivering a safe online environment and promoting/supporting online safety. Using technology is an essential part of modern life but can present risks if people are not supported to recognise dangers and develop 'keep safe strategies'. Risks associated with online activity are embedded in the College mandatory safeguarding training for students and staff. Staff are also given guidance on how to conduct themselves professionally online, both on behalf of themselves and on behalf of the organisation, through training, a regular cross-college safeguarding bulletin and dedicated guidance.

The College Corporation takes seriously its role in overseeing the College's arrangements for safeguarding and has a nominated Corporation member with lead responsibility for safeguarding.

4.6   Implementation

4.6.1 The College will ensure that:

- All new employees of the College, including apprentices and volunteers. will be subject to an Enhanced Disclosure via the Disclosure and Barring Service (DBS). Arrangements for this are set out in HR policies and procedures.
- Staff are introduced to safeguarding practice and to the policy and procedures via a range of development activities, including online courses, safeguarding training sessions, written briefings and cross-college team meetings. This supports an on-going dialogue around safeguarding, Prevent, British Values and related procedures, policies, and practices. As a result they are confident to identify and report abuse[2] in line with the safeguarding referral procedures.
- Procedures are in place to support all College users, particularly vulnerable groups of children e.g. looked-after children, children who are themselves carers, children on the

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[2] Definitions of abuse are set out in the WFCG Safeguarding Procedures 2019-20 document

Child Protection Register, those with mental health challenges and students with additional learning difficulties and/or disabilities.

- Special arrangements are made for school pupils and any student under the age of 16, to ensure their safety, with agreements in place to report any safeguarding concerns back to their school in line with their existing policies, procedures, and safeguarding records/interventions.
- Where a pre-16 student is enrolled at College, local authority guidance on missing children is applied and the relevant Local Authority is informed, in order for them to action their statutory responsibilities outlined in this guidance.
- Information technologies are used to guarantee that policies and procedures are accessible to all College users.
- ICT Acceptable Use policies are in place across the College Group. Internet usage by students and staff is proactively monitored in order to detect any material promoting terrorism or posing a risk of radicalisation. Any concerns of this nature are managed by the safeguarding team with usual safeguarding/Prevent Duty reporting procedures applying.
- All staff, including Corporation members, volunteers and people on work placement, should display or carry their official College photo ID badge on the relevant lanyard/holder at all times. This allows all College users to feel confident that they are in a safe environment and assists managers and security teams to identify and deal with any unauthorised visitors.

4.7 Communication

4.7.1 Procedures are communicated to all staff through staff induction, staff briefings and the staff bulletin, staff intranet, email, meetings, training and refresher training.

4.7.2 The Senior DSL (Assistant Principal Student Services) convenes a Safeguarding Steering Group four times a year to ensure the ongoing monitoring, development and continuous improvement of the College Group's approach to safeguarding its users and implementing the Prevent Duty. This includes the monitoring of the College Group's Safeguarding and Prevent Action Plans. This group reviews safeguarding reports and data on a whole-college basis and recommends actions accordingly. The operational DSL holds regular meetings with the safeguarding teams and other relevant staff on each College site

4.7.3 Staff and students' views are regularly sought regarding their safety at College/in the workplace through learner representative structures, surveys and discussion activity.

4.7.4 Job adverts have a clear statement reflecting the importance that the College places on safeguarding, and safer recruitment practices are always followed; including having at least one member of staff on all interview panels that has undergone safer recruitment training.

4.7.5 Safeguarding literature for staff and students promotes safeguarding across the College and beyond.

4.7.6 Students are taught about safeguarding, including online safety, through induction, online courses, and tutorial activities.

4.7.7   All employers are given access to the full College Safeguarding Policy and Safeguarding Procedures.

4.7.8   All students are actively encouraged to report any safeguarding, health and welfare issues through a planned and promoted self-referral process which is advertised across the College.

4.8   Radicalisation and the Prevent Duty

4.8.1   The College recognises the positive contribution it makes towards protecting students and staff from radicalisation and violent extremism through the implementation of the Prevent Duty. The College will work with students and staff to create communities that are cohesive, strong and joined by shared and understood values. It will put in place robust processes for supporting any learner who is identified as being at risk of radicalisation.

4.8.2   All staff are required to understand and take forward British Values in line with the College values and in all of their work

4.8..3   The College's Safeguarding Procedures (2019-20) set out in more detail the College's position on Prevent, including the implementation of learning and teaching on Fundamental British Values (FBV) and specific actions we will take to implement the Prevent Duty. Objectives for each year are included in the College Safeguarding Action Plan for each academic year.

5.   Roles & Responsibilities

5.1   The College has a nominated senior leader with strategic responsibility for safeguarding (the Senior Designated Safeguarding Lead -DSL), an Operational Designated Safeguarding Lead (DSL) who is responsible for operational safeguarding arrangements, and a Deputy DSL at each College to deal with day to day reporting and direct safeguarding interventions as required.

5.2   The Group Principal, Principal, Corporation and all staff working with or on behalf of the College, whether employed directly or indirectly, and including volunteers and external contractors who have regular contact with students, receive a level of training appropriate to their role, which will familiarise them with safeguarding issues, and clarify roles and responsibilities in line with the College policies and procedures. All staff undertake training each academic year, with other specific safeguarding training for front line staff available through the training schedule, which is recorded and monitored.

5.3   All staff know their responsibilities for recognising and reporting safeguarding concerns within their day to day practice. In addition, an 'open classroom' concept where learning walks are commonplace enables managers to support and monitor safeguarding arrangements.

5.4   All students understand their responsibilities for protecting their own safety and that of others and are actively encouraged to report any concerns.

5.5   All staff are required to complete mandatory safeguarding and Prevent training in order to understand their own roles and responsibilities and to become aware of the policies and procedures as set out in this and related documents. Staff are given information and training

about extremism and radicalisation, including how to recognise the behaviours and ideologies considered to be extreme, and the responses required in terms of the usual safeguarding reporting procedures. They are also required to support and promote British Values in all of their work.

5.6   The Senior Designated Safeguarding Lead, the Operational Safeguarding Lead and members of the safeguarding team are appropriately trained to respond to reported Safeguarding and Child Protection concerns, and have a working knowledge of appropriate referral pathways, for example Local Authority Social Care teams, Prevent teams, and the Channel Panel.

5.7   The College Corporation approves the annual Safeguarding and Child Protection Policy and Procedures. The Corporation has nominated a Safeguarding Governor who provides support and challenge to College management.

6.   Monitoring, Evaluation & Review

6.1   The policy and procedures are monitored on a termly basis by the Senior Designated Safeguarding Lead and reviewed annually by the Safeguarding Strategic Group and the Senior Leadership Team

6.2   Regular reports about issues and cases are submitted to the Senior Leadership Team (SLT).

6.3   The Senior DSL will provide an annual report for the Governing Body.

6.4   The College audits records related to employment checks annually. This includes regular random sampling of the Colleges Single Central Register held in Human Resources.

7.   Associated Documents

- Safeguarding Procedures 2019-20
- Acceptable Use of IT
- Complaints Policy
- Staff Misconduct and Capability Policies
- Relationships at Work Policy
- Digital Safety Policy (pending)
- Health and Safety Policy
- Instrument and Articles of Government
- Keeping Children Safe in Education   September 2019 (Department for Education)
- Staff Recruitment Policy and Procedures
- Student Contract
- Student Management Procedures
- Student Privacy Statement
- Whistleblowing Policy & Procedure (Confidential Reporting)
- Working Together to Safeguard Children 2018 (Department for Education)