

<b>Policy Title:</b>	Safeguarding
<b>Policy Description</b>	This policy brings together all of the relevant procedures for safeguarding, and has particular reference to: safe recruitment; reporting safeguarding issues; establishing a safe environment; promoting safeguarding in the curriculum.
<b>Policy Number:</b>	POL-016
<b>Approved By:</b>	Corporation
<b>Policy Owner:</b>	Diana Martin
<b>Date Issued:</b>	20.05.2020

## **1. Policy Statement**

- 1.1 Dudley College of Technology is committed to safeguarding and promoting the wellbeing of its students. We fully recognise that it is the responsibility of all staff to ensure that all students are safe and feel safe in the college environment.
- 1.2 This policy is most significant for teaching staff who are particularly well placed to recognise signs that learners are at risk of harm including radicalisation.
- 1.3 This policy brings together all of the relevant procedures for safeguarding, and has particular reference to: safe recruitment; reporting safeguarding issues; establishing a safe environment; promoting safeguarding in the curriculum.

## **2. Roles and Responsibilities**

- 2.1 The college will ensure that all relevant procedures and recommendations set out by Dudley Safeguarding People Partnership Board (DSPPB) will be followed to:
  - Ensure there is a designated senior member of staff for safeguarding who has received appropriate training and support for this role. This training will be updated at required intervals. The designated Safeguarding Officer is **Diana Martin, Vice Principal**, the Safeguarding Officer will ensure there is a clearly identifiable, easily accessed, referral process.
  - Ensure there is a designated member of the Corporation responsible for safeguarding. The member of the Corporation is Valerie Little.
  - Ensure there is a Deputy Safeguarding Officer, with clearly defined responsibilities who will provide support to the Safeguarding Officer.
  - Ensure all members of staff and the Corporation know the names of the Safeguarding Officer and the Deputy Safeguarding Officer.
  - Ensure all members of staff understand their responsibilities in referring any concerns to the Safeguarding Officer or Deputy Safeguarding Officer.
  - Ensure all staff receive training to the required level which is updated as required. Records of safeguarding training to be kept centrally by the Deputy Safeguarding Officer.
  - Ensure all relevant safeguarding procedures are kept up-to-date in line with legislation and DSPPB recommendations.
  - Develop effective links with relevant agencies and cooperate as required with requests.
  - Attend safeguarding meetings and case conferences.
  - Keep written records of reported safeguarding issues.
  - Ensure all records are kept securely.
  - Provide a termly report on safeguarding to the Corporation.

### **3. Ethos**

3.1 Dudley College of Technology recognises the importance of students feeling safe, and feel they are in an environment to disclose abuse. The college will endeavour to support students by:

- Ensuring the content of the curriculum, particularly tutorials include relevant information and content.
- Providing a positive secure environment where students feel valued and supported.
- Implementing a code of conduct to which students sign up.

### **4. Recruitment**

4.1 Safeguarding Children and Safer Recruitment in Education came into force on 1 January 2007. All staff employed in the Human Resources department undertake training. To ensure current best practice is implemented this training is regularly updated. The college has adopted all of the recommendations for safer recruitment, selection, induction and on-going professional updating and development. The same rigorous processes are applied to both employed and voluntary staff.

### **5. Safe Working Practices**

5.1 Dudley College of Technology has developed procedures for Codes of Practice for staff to understand and agree in relation to professional conduct with students.

5.2 All staff have access, via the college intranet, to “Safe Working Practice for Adults who work with Children and Young People” and a copy is included in new staff’s induction pack.

5.3 Health and Safety and risk assessments are carried out in lessons and indicated on lesson plans.

5.4 Dudley College of Technology has fully operational Health and Safety Policy and Procedures.

5.5 The college’s Performance Improvement Programme includes elements around staying safe, including online and social media.

### **6. Safeguarding Procedures**

6.1 Dudley College of Technology has comprehensive safeguarding procedures which meet the requirements of the Local Safeguarding People Partnership Board.

## **7. Record Keeping**

- 7.1 All safeguarding records are kept centrally and securely by the designated Safeguarding Officer. Staff are aware that they must report all safeguarding issues to the Safeguarding officer or Deputy Safeguarding Officer.

## **8. Allegations against Members of Staff**

- 8.1 Dudley College of Technology recognises that when allegations are made regarding behaviour by staff which may harm a student, clear procedure must be followed.

## **9. Working with Other Agencies**

- 9.1 Dudley College of Technology recognises the importance of multi-agency working. Whilst the college is not, legally, an investigating agency it is essential that safeguarding issues are adhered through agreed procedures.

## **10. Cross-Referencing to Other College Documents**

- 10.1 Dudley College of Technology recognises a number of associated policies, procedures and other documents relating to safeguarding. This policy should be read in conjunction with those listed below:

### **Associated Documents**

[POL-001 – Acceptable Use of IT – Student](#)

[POL-002 - Acceptable Use of Internet/Intranet for Staff and Contract Personnel](#)

[POL-005 – Equality and Diversity](#)

[POL-006 – Fitness to Study](#)

[POL-010 – Learner Involvement](#)

[POL-015 - Risk Management](#)

[POL-028 – Information Security](#)

[Anti-Bullying \(Students\)](#)

[Behaviour Management for Pre-16 and Other School Pupils](#)

[Caring for the Learner](#)

[Charity and Fundraising](#)

[Children or Vulnerable Adults \(non-students\) on College Premises](#)

[Counselling](#)

[Cross College Support for Learners with Disabilities/Special Requirements](#)

[Discipline – Staff](#)

[Discipline – Students](#)

[Drugs \(Illegal\) and Prohibited Substances](#)

[Equality and Diversity in Action](#)

[Fitness to Study](#)

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[Learning Support for Learners with English, Maths, Dyslexia Needs on Learner Responsive and Employer Responsive Provision](#)

[Medicine Administration](#)

[Recruitment and Selection](#)

[Restraint](#)

[Safeguarding \(Children and Adults\)](#)

[Staff, Associate and Governor Safeguarding and Prevent Training](#)

[Suicidal Intentions \(Disclosure of\)](#)

[Student Accommodation](#)

[Tutoring of Learners](#)

[Whistleblowing](#)

[CC001 – Professional Code of Conduct](#)

[SS003 – Student Mental Health](#)

[SS004 – Learner Work Experience](#)

[SS010 – Lone Working](#)

[SS011 – Risk Assessment](#)

[Prevent Radicalisation/Extremism Strategy](#)

## **Other Documents**

Also refer to:

- Performance Improvement Programme.
- Safe Working Practices.

## **Policy Review**

This policy will be reviewed bi-annually or earlier should it become necessary by the Vice Principal.

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