

| Safeguarding Policy | | |
|---|--|--|
| Lead: Group Safeguarding Lead | | Status: Approved |
| Version: 1 | | Date of Version: September 2024 |
| Approving Body: Governors | | Supersedes: 2023 |
| Approved on: 11 December 2024 | | Next Review date: December 2025 |
| Equality analysis tool ¹ | | |
| 1. | Is the policy relevant to the public sector equality duty? | No |
| 2. | Have any concerns previously been raised about this policy or practice? | No |
| 3. | Is likely to result in discrimination against a protected group? | No |
| 4. | Does this policy positively contribute to the participation of under-represented groups in the College's activities? | No |
| Version Control | | |
| Version | Date | Change(s) |
| | | |
| Access | | |
| Location | Address/Link | |
| Sharepoint | Safeguarding | |
| Service Centre | Safeguarding Service Centre | |
| Document Centre | A-Z | |
| Communication | | |
| Medium | Audience | |
| Safeguarding Development Group Safeguarding Network Forum Corporate News Virtual College | Staff | |

¹ If the answer to any of these questions is yes, please complete the Screening Template provided and include as an Appendix to your policy.

| | |
|---------|----------|
| Website | Parents |
| Moodle | Students |



Heart of Yorkshire

Education Group

Heart of Yorkshire Education Group

Safeguarding Policy (to be read alongside Heart of Yorkshire Safeguarding Procedures)

Review Cycle: **Annually**

Next Review Date: **December 2025**

Person Responsible: **Group Safeguarding Lead**

Approving Body: **Board of Governors**

1 Purpose

- 1.1 To demonstrate the Group's commitment with regard to safeguarding and child protection.
- 1.2 To state the responsibilities of the Group in relation to safeguarding children, and adults with care and support needs, in response to current legislation and guidance.
- 1.3 To fulfil requirements of Section 175(4) of the Education Act 2002 which states that governing bodies of maintained schools (including maintained nursery schools), further education institutions and management committees of pupil referral units must have regard to any guidance given by the Secretary of State.

2 Scope

- 2.1 The Children Act 1989 and 2004, defines a **child** as "a person under the age of 18". This could therefore include:
 - Any student up to the age of 18;
 - Siblings or other family members of any student;
 - Any other persons under the age of 18 participating in Group activities on the Group's premises.
- 2.2 Under the Care Act 2014 safeguarding duties apply to adults (over the age of 18) who:
 - have needs for care and support (whether or not the local authority is meeting any of those needs) and;
 - is experiencing, or at risk of, abuse or neglect; and

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- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

3 Key Principles

- 3.1 All children, and adults with care and support needs, have a fundamental right to be protected from harm.
- 3.2 All young people regardless of sex, race, religion/belief, disability, sexual orientation, gender reassignment, pregnancy/maternity have equal rights to protection.
- 3.3 The abuse of children, and adults with care and support needs, is a clear infringement of human rights and in many cases may be a criminal offence.
- 3.4 Everyone has a responsibility to act on any suspicion or disclosure that indicates a child, or adult with care and support needs, is at risk of harm or at risk of being drawn into extremism.
- 3.5 We operate within a culture of vigilance, transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.

4 Statement of Policy

- 4.1 The group recognises its moral and statutory responsibilities to safeguard and promote the welfare of all children and vulnerable adults. We endeavour to provide a safe, welcoming environment, where students are respected and valued. We will maintain a culture of vigilance and act quickly, following our safeguarding procedures to ensure our students receive help, support, protection and justice.
- 4.2 The Group recognises the need to cooperate with other local agencies in performing the duties required by the guidance in "Keeping Children Safe in Education" DfE 2024, "Working Together to Safeguard Children" DfE 2023 and the updated Prevent Duty Guidance in England and Wales 2023.
- 4.3 The Group recognises that preventing radicalisation is part of our wider safeguarding duty and will work with local authorities, Counter Terrorism Unit (CTU) Officers and Channel Panels, to support students who may be vulnerable to being drawn into extremism.

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- 4.4 The Group will establish and maintain policies and procedures to ensure appropriate action and cooperation takes place. In relation to safeguarding children the Group will operate according to the local Safeguarding Children Partnerships, the relevant local procedures and in relation to safeguarding adults with care and support needs according to the Safeguarding Adults Multi-Agency Policy and Procedures for West and North Yorkshire.
- 4.5 The Group Safeguarding Lead is nominated by the Principal to coordinate and manage the procedures related to the safeguarding of children and vulnerable adults across Colleges within the Group. The Executive Director Student Experience and Support is the Senior Lead with overall responsibility for Safeguarding Students. The Executive Director of People is the Senior Lead for staff related safeguarding issues.
- 4.5 The Group will ensure that its employees are fit to work with children and adults at risk and will have recruitment policies and procedures in place which follow best practice and have regard for legislation and guidance.
- 4.6 The Group will ensure that all staff understand their role in relation to the protection of children, and adults with care and support needs, and will include an appropriate statement in job descriptions.
- 4.7 The Group will provide induction and ongoing training to make managers, teaching staff and appropriate support staff aware of the signs of abuse and the Group procedures for recording and reporting suspected abuse or concerns about other members of staff.
- 4.8 The Group will deal with allegations made against staff or students according to the relevant group procedure in conjunction with the West Yorkshire Consortium Procedures Manual, Safeguarding Adults Multi-Agency Policy and Procedures for West and North Yorkshire. Allegations against staff will be reported as required in "Keeping Children Safe in Education" and to the Disclosure and Barring Service as required by the Safeguarding Vulnerable Colleges Act. Allegations against the Principal will be dealt with by the chair of the Governing Body.
- 4.9 The Group Counselling Service will operate according to the British Association for Counselling and Psychotherapy guidelines on confidentiality in relation to disclosures of abuse.
- 4.10 The Group will reserve the right to refuse admission to any person who may pose a risk to children or adults at risk.

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- 4.11 The Group will include safeguarding in the curriculum of appropriate programmes which lead to employment with relevant colleges, including sharing information about Disqualification under the Childcare Act 2006.
- 4.12 The Group will ensure that entry to programmes which include placements with relevant organisations, and lead to employment within relevant industries, is subject to a satisfactory enhanced Disclosure and Barring Service checks.
- 4.13 The Group will ensure that appropriate risk assessments are undertaken before students go on placement, both within and outside the Group, in relation to safeguarding children, and adults with care and support needs. The placement pre-assessment questionnaire will refer to child and adult protection issues, including prevent and the students and employers will be briefed. Safeguarding information and Group contacts will be provided to all employers.

5 Monitoring

- 5.1 Implementation of the policy will be reviewed through regular updates and an annual report to the Board of Governors.
- 5.2 Any intermediate updates and actions will be shared via termly meetings of the Safeguarding Development Group.
- 5.3 Ofsted will report on the effectiveness of safeguarding in all inspections under Inspecting Safeguarding in early years, education and skills settings.

6 Review

The Group will review this policy annually as required by the DfE guidance “Keeping Children Safe in Education”.

The Group will continue to develop and improve processes in line with local safeguarding guidelines where these are appropriate to the FE setting.

7 Communication

This policy will be available externally via the Group Website and will be referred to in all prospectuses. It will be promoted to staff through the

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Safeguarding Service Centre(s) for the Group, the essential safeguarding training package and in the inductions for new staff.

8 Supporting documentation

8.1 The following Group documents give further guidance on the application of this policy:

- Safeguarding Procedures
- Bullying and Harassment Policy
- Work Placement Health and Safety Procedures.
- Recruitment and Selection Policy
- Whistleblowing Policy
- Guidance on Safe Working Practice for the Protection of Young People and Staff
- IT acceptable use policy

8.2 This Policy and the related procedures above are driven by the following legislation and guidance:

Child Protection

- Children Act 1989 and 2004
- Education Act 2002 (updated 2011)
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Children's social care: national framework 2023 (updated 2024)
- Safeguarding Vulnerable Groups Act 2006
- West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures (proceduresonline.com-updated June 2024)
- North Yorkshire Safeguarding Children Partnership procedures (updated March 2024)
- Guidance for safer working practice for professionals working in education settings 2022
- Counter Terrorism and Security Act 2015
- Prevent Duty Guidance for England and Wales 2023
- Teaching Standards last updated 2021
- Serious Crime Act 2015
- Equality Act 2010

Adult Protection

- Care and Support Statutory Guidance Issued under the Care Act 2014 Department of Health

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- Joint multi-agency safeguarding adult's policy & procedures 2018
- Safer Practice, Safer Learning: A whole organisation approach to safeguarding vulnerable adults for the learning and skills sector. NIACE/DfES 2007
- Serious Crime Act 2015
- Equality Act 2010

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Appendix One: Screening Tool

Public sector equality duty

The Public Sector Equality Duty requires College to have **due regard** for the need to:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups; this involves considering the need to:
- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics;
- encourage people with protected characteristics to participate in activities where their participation is low; and to
- foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups.

Consequently, we need to assure ourselves that our policies will not have an adverse differential impact on any particular group. This pre-screening section will enable you to identify whether your policy is likely to have an adverse differential impact.

Please use the following template to help determine whether an equality analysis is required

| Name of the policy | Safeguarding Policy |
|--------------------|---------------------|
| Author(s): | Carol Price |
| | |

Author(s) of Equality Analysis:

| | |
|------------|-------------------------|
| Name: | Carol Price |
| Job title: | Group Safeguarding Lead |
| Date: | 16/12/2024 |
| Signature: | C.Price |

In order to decide whether the policy requires further action, please complete the following questions:

1. What are the main aims, purpose and outcomes of the policy?

- To demonstrate the Group's commitment with regard to safeguarding and child protection.
- To fulfil requirements of Section 175(4) of the Education Act 2002 which states that governing bodies of maintained schools (including maintained nursery schools), further education institutions and management committees of pupil referral units must have regard to any guidance given by the Secretary of State.

2. Will these aims affect our duty to:

| | Yes / No | How? |
|--|-----------------|-------------|
| advance equality of opportunity? | No | |
| eliminate discrimination? | No | |
| eliminate harassment? | No | |
| foster good relations between people from different groups? | No | |
| tackle prejudice and promote understanding between people from different groups? | No | |

3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?

- The policy is not standardly offered in other languages although could be made available on request.

4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?

4.1 Please complete the following table:

| Protected characteristic | Meet needs of people with this characteristic | Encourage participation (if under-represented) | Remove or minimise disadvantages | Possible negative impact |
|-------------------------------|---|--|----------------------------------|--------------------------|
| Race | Yes | Yes | Yes | N/A |
| Gender | Yes | Yes | Yes | N/A |
| Disability | Yes | Yes | Yes | N/A |
| Religion / belief | Yes | Yes | Yes | N/A |
| Sexual orientation | Yes | Yes | Yes | N/A |
| Gender reassignment | Yes | Yes | Yes | N/A |
| Pregnancy /maternity | Yes | Yes | Yes | N/A |
| Age | Yes | Yes | Yes | N/A |
| Marriage / civil partnership* | Yes | Yes | Yes | N/A |

4.2 In addition, please consider whether this policy may indirectly discriminate against young adult carers (16-24). Although not a legally protected group, this group often suffers disadvantage due to their caring responsibilities and we have a moral duty to protect them.

Evidence: Changes in working practices including online may facilitate greater ability to participate while caring than previously

4.3 What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?

Some barriers may be experienced in cases of language and communication difficulties – ie for deaf students or students requiring translation services the counsellor client relationship may be inhibited by a third party presence.

Next steps

If your answers to these questions have identified potential negative impacts, then you should consider further consultation or action to minimise the differential impact. Please contact the Executive Director Quality and Planning for support.

If no further action is required, please sign the declaration below and include with all published copies of the policy.

Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

| Author(s) of EA. | |
|-------------------------|-------------------------|
| Name: | Carol Price |
| Job title: | Group Safeguarding Lead |
| Date: | 16/12/2024 |
| Signature: | C.Price |