

**New College Durham**

**Directorate of HR and Corporate Services**

**Safeguarding and Prevent Steering Group**

**Minutes of Meeting held on Friday 15 December 2017  
at 10 am in GR3.26**

**Present:** Karl Fairley (KF) (Chair), Sharon Bennett (SBe), Philippa Baulf (PB), George Wraith (GW), Peter Morrison (PM), Karen Milne (KM), Dawn Fairlamb (DF), Graham Howard (GH), Sarah Elliott (SE), Fran Tinti (FT), Graeme Nash (GN), Lynn Bertram (LB), Kay Wilson (KW), Helen Owen (HO), Rachael Farrimond-Wight (RF-W) and Lynne Moore (LM) (Notes)

**Action**

**1 Apologies were received from:** Colleen Peters (CPe), Christine Padgett (CPa), Andrew Stephenson (ASt)

**2 Herbert Protocol**

KF welcomed RF-W to the meeting. Following on from HO providing an update during the last meeting, it was agreed that RF-W be invited to provide a more detailed update on this initiative.

RF-W noted that the Herbert Protocol was initially put in place for people with from Alzheimer's. It was established that this would be a useful tool not only for people with Alzheimer's but also to support services to find/locate people who are at risk of suicide or regularly go missing from their homes.

The Herbert Protocol originated in Cornwall. George Herbert, a Second World War Veteran suffering from Alzheimer's would go missing from home and take himself back to France. The process involves families completing a range of information that is unique to the person, information that is specific and personal places they would go or are familiar with when they were growing up. This information is then stored with the family and if/when needed passed to the police. RF-W talked about the golden hour – the first hour when someone goes missing and how critical it is for professional services to have as much information to hand as possible.

Cont/d

## Action

HO and CP raised a query regarding whether the College could hold something like this for our learners at risk. RF-W advised that even though the College could hold information on a student who may be perceived as a risk it is much more useful a family member being asked to fill out the documentation as they would be able to provide a better quality of detail. In those cases it would be useful for NCD, the family and police to meet.

RF-W also tabled an information leaflet and noted she can send more detailed information to HO, who can then forward it on. KM informed RF-W that the College is holding a celebration event for equality diversity and inclusion on 21 February 2018 as well as staff development event on 31 January and asked if RF-W and colleagues would like to attend. It was agreed that HO to forward these details to RF-W. RF-W also noted that she can come back to the College to provide an information talk on Dementia, should this be of use. KM to follow this up with RF-W.

HO

KM

KF thanked RF-W for attending today and for providing a comprehensive update on the Herbert Protocol.

RF-W left the meeting.

### 3 Minutes of Previous Meeting and Matters Arising

The minutes from the previous meeting were agreed and there were no matters arising.

### 4 Current Practice/Process update on actions from Previous Minutes

#### **Social Media and Cyber Bullying e-Learning Demonstration:**

Although R Kane was invited to provide an update he has subsequently left employment at the College and this role is currently vacant.

**Prevent Action Plan:** On the agenda.

**Quiet Room:** SE noted that a more students have registered to use this room. There is at present an issue with the shower room. Ideally a bigger sink in this room would be more suitable as it has been found this has been used more than the shower.

**WBL Sub-Group:** On the agenda.

**Campus Lockdown:** Incorporated into the Prevent update which is on the agenda.

Cont/d

**Sexting:** Completed. KF sent an all staff email.

**Herbert Protocol:** HO invited RF-W who provided an update under item 2.

**Training:** On the agenda.

## 5 Training and Development for Staff and Students

KM informed members that she has been in contact with a company called Routes Puppets who are due to visit the College to look at a different way of spreading awareness of Prevent. KM noted the company use puppets to tell the story of how a person could be drawn into radicalisation and then the subsequent impact this would have on family and friends. The company will also talk to staff and students about relevant news topics as well as dealing with fake news.

KM and SE have raised the relevant funds to bring this company in – it's £700 per day. Up to 2,500 students and 300 staff will be invited to attend over a two day period. After a short discussion it was agreed that the company be invited in 29 and 30 January. It is proposed that 4 slots would be held per day (approximately 300 people in theatre style) and based in the Sports Hall.

KM also noted that if this two day event works really well, then they can be invited back in to provide training for 19+, HE and apprenticeship students. It was agreed that an email be sent to HoS, with VPs copied in to seek their views of how to allocate students into those slots.

HO noted that Grimsby College have used a company called Educare to help spread awareness of British Values. It was agreed that PM will look at the cost of this.

KM also noted that the Safeguarding Adult Board is currently developing a brief in relation to Modern Slavery and Trafficking and once resources have been received, these will be circulated.

## 6 Update on PREVENT Action Plan

KF noted on behalf of ASt that the action plan has been updated with the largest addition being from the WBL Sub-Group, a copy of which was tabled. ASt will also ensure that the action plan and the work of the sub-group is also aligned. The risk assessment was also tabled and ASt will update at each review point.

KF also informed members to that he has written to all HoS as he would like to see an annual report completed for Safeguarding.

## **7 Update from WBL/Partner Safeguarding Sub-Group** **Action**

KF provided an update from the WBL meeting that had recently been held. Members of the sub-group agreed that in January 2018, partners will be invited to undertake safeguarding training. Also, currently working with GW to develop a portal so Safeguarding information is available to external partners as fundamentally, external students have to access the information that internal students can. External partners have also been sent 10 Safeguarding leaflets along with the BV posters.

SBe noted that an Employer Event was held in early December in which USP was discussed. Therefore, agreed to design a support and mentoring programme. SBe and KM to look to arrange.

**SBe/  
KM**

## **8 Draft Safeguarding Policy – Young People and Adults at Risk (Partners)**

KF informed members that he has currently being checking External Partner's Safeguarding policies and due to the inconsistent approach it was decided a generic policy be drafted.

Therefore, KF tabled a draft copy of a generic policy which partners will be required to complete. Once this has been agreed and equality impacted it will be sent to those partners along with guidance notes for completion.

## **9 Feedback on Posters**

HO noted that both she and PM visited Grimsby College, a Grade 1 college. Although Grimsby did have BV posters displayed around the campus, PM noted that he felt NCD's own posters were much better. PM did say though he is aware that although Ofsted like posters they would rather prefer students are aware of the impact of the actual message.

PM informed members of the intention to run the poster competition again this year and look at a final decision towards the end of January. Following a short discussion it was agreed that Student Forum members choose the posters they would like to shortlist and for this group to then confirm the winning designs. It was also agreed that the overall winner would receive £150 voucher and the 4 runner-ups would each receive £50 voucher. It was agreed that SE would pull together a student forum sub-group to decide on the shortlisted designs.

**SE**

Con/td

SBe noted that Nissan forwarded her their BV posters for display for their own students but noted that those students who are colour blind could not read them and therefore, they would fail on assessment. SBe to feedback to Nissan and also ask them to display College posters on their premises.

## 10 Any other Business

**HE Forum:** GW noted that there are more students now requesting access of freedom on the internet whilst completing dissertations. GW concerned that at present the College does not have a policy in place for this type of request. Following a short discussion, it was agreed to look at each request on an individual basis. This will also be raised with the new Head of HE following LBr's departure.

**Cyber Bullying:** KF informed members that all managers are to pick up issues with their students in terms of cyber bullying. Recently inappropriate pictures of disabled students with inappropriate comments have been circulated. It has also become apparent that students are taking 'snap chat' pictures and circulating these too. Therefore, in the interim an email was sent reminding staff to tell students of the implications of this type of act, in that they could have a criminal record.

**Home Educated Students:** KF also noted that DCC has approached the College to take students aged 14-16 years for elements of courses. This results in individual risk plans being completed for these students. It was agreed that a co-ordinated approach needs to be followed therefore, if a member of staff receives such an approach from DCC then to refer this back to DF.

**Corporation Representative:** KF noted that a paper was tabled at a Corporation meeting held on 13 December, following a recent internal audit recommendation that there should be a nominated Governor to take board level lead on Safeguarding. KF confirmed that Linda Wight would take on this role. KF noted that he will ask LW if she would like to attend and possibly chair this meeting.

KF

**Modern Slavery:** It was noted this is very high on the Government's agenda and that the police are very active in this.

**Survey on Students with Mental Health Issues:** KF noted that he will meet with ASh, HO outside of this forum to discuss this in more detail. LM to arrange.

KF

LM

## **11 Date and Time of Next Meeting**

**Action**

The next meeting will be held at 10 am on Wednesday 24 January 2018 in **GR3.26**. The meeting closed at 11.10 am.

**Karl Fairley**  
Chair