

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), Christine Padgett (CPa), Andrew Stephenson (ASt), Philippa Baulf (PB), George Wraith (GW), Peter Morrison (PM), Karen Milne (KM), Dawn Fairlamb (DF), Sarah Elliott (SE), Graeme Nash (GN), Lynn Bertram (LB), and Lynne Moore (LM) (Notes)

Action

1 Apologies were received from: Colleen Peters (CPe), Graham Howard (GH), Helen Owen (HO), Fran Tinti (FT), Kay Wilson (KW)

2 Minutes of Previous Meeting and Matters Arising

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

3 Current Practice/Process update on actions from Previous Minutes

Herbert Protocol: KM noted she is awaiting information from RF-W.

Quiet Room: SE informed members that the issue with the shower room has now been resolved, by adding a lower tap.

Dementia Awareness: RF-W is due to deliver dementia awareness session to relevant staff and students.

Routes Puppets: KM noted that training sessions are now in place for next Monday and Tuesday. KM also noted that she will be attending along with CPa, KW, SE and FT sessions on the first day to gauge feelings. At the moment 671 students are due to attend on Monday, 583 students on Tuesday and 136 staff participating over those two days. There is an option to bring the company in again so the remainder of staff can then attend. KM also noted that she would be sending out a feedback sheet to those who attended so she can then evaluate the impact of the training and SE informed members that a student forum meeting is also being held after both events so she will be able to gather feedback from those reps.

Cont/d

KM

SE

	Action
Prevent Update: The review for December has been signed off and it was agreed that an update on the Action Plan would be added to the agenda for the next meeting in March.	LM
WBL/Partner Group: KF noted that CPa has developed a generic Safeguarding policy that external partners can utilise. CPa noted she is also looking to refine the internal Safeguarding policy and procedure and will arrange for it to be tabled at the next Corporation for approval.	CPa
SBe informed members that a current partner (Learning Curve) has designed a Safeguarding/ Prevent app that their students can access and wondered if NCD could produce their own app. GW noted that NCD doesn't have in-house expertise in this area to develop an app so there would be a cost for this. Anything can be added to Schoology/website whereas an app needs a different skill set altogether. It was agreed that SBe look to explore this option.	SBe
Posters: SE tabled the preferred Prevent posters that students has compiled. It was agreed that PM would refine those chosen posters and send to curriculum teams as well to reception areas.	PM
Safeguarding Governor Representative: Vice Corporation Chair, Linda Wight has agreed to be the Lead Governor for Safeguarding. KF noted that he is due to meet with her to see if she would like to chair this steering group or just periodically chat to individuals.	
Survey on Students: This was tabled at a recent CQT meeting in which it was agreed that the Mental Health Steering Group would be led by a Vice Principal. This has now been added to the VP agenda to allow members to discuss the strategy and what surrounds it as well as deciding when it is appropriate to send surveys to students.	

4 Update on PREVENT Action Plan

Discussed under Matters Arising.

5 Update on Silver Contest Group

CPa informed members that she attended the latest Silver Contest meeting on 10 January 2018 and tabled an update from that meeting. CPa noted major changes are planned to the group including an update on the current Terms of Reference and that the frequency of meetings will be increased to 3 meetings per year. CPa confirmed that the next Silver Contest meeting is due to be held in March and that she would circulate a copy of the new Terms of Reference once an update is available.

CPa

Cont/d

6 Routes Puppets

Action

Discussed under Matters Arising.

7 Any other Business

Waddington Street: DF noted that Waddington Street is an aged mental health organisation that receives funding from NCD and that CPe is in the process of reviewing their Safeguarding processes and procedures. KF informed members that V Barker meets with Waddington Street staff on a regular basis and at present there has been no reportable safeguarding incidents.

Modern Day Slavery Presentation: This has still to be received from Durham Constabulary. Once received, KM and CPa will then meet to discuss circulating to NCD staff.

Prevent Video: PM noted due to M McBain leaving, the section in the video where he talks in is to be re-recorded. PM then asked members if they were happy with how the remainder of the video was recorded as the original version was recorded with a camera attached to the person talking so does at times appear to judder. It was subsequently agreed that 2 versions of the video would be recorded: replace M McBain's section as well as re-shooting the video on a tripod.

8 Date and Time of Next Meeting

The next meeting will be held at 10 am on Wednesday 28 March 2018 in **GR3.26**. The meeting closed at 10.45 am.

Karl Fairley
Chair