

New College Durham

Directorate of HR and Corporate Services

Safeguarding and Prevent Steering Group

**Minutes of Meeting held on Wednesday 27 September 2017
at 10 am in GR3.26**

Present: Karl Fairley (KF) (Chair), Colleen Peters (CPe), Andrew Stephenson (ASt), Christine Padgett (CPa), George Wraith (GW), Peter Morrison (PM), Karen Milne (KM), Lesley Bryden (LBr), Dawn Fairlamb (DF), Malcolm McBain (MGM), Graham Howard (GH), Sarah Elliott (SE), Fran Tinti (FT), Graeme Nash (GN), Lynn Bertram (LB), Kay Wilson (KW), Helen Owen (HO), Natasha Francis (NFr) and Lynne Moore (LM) (Notes)

Action

1 Apologies were received from: Sharon Bennett (SBe) and Philippa Baulf (PB)

2 Minutes of Previous Meeting and Matters Arising

KF welcomed Fran Tinti, the new Students' Union President to the meeting.

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

3 Current Practice/Process update on actions from Previous Minutes

Social Media and Cyber Bullying e-Learning Demonstration:

Although R Kane was invited to this meeting it was felt that at this point the package is still in the development stage and it would be more beneficial for an update be tabled at the next meeting. LM to arrange.

LM

Prevent Action Plan: ASt confirmed this was circulated. The action plan and risk register will also be discussed during the meeting.

Visitors Process: KF and PD did meet to discuss the variances of visitors to the College. Due to the large number of variances a new process was set up which members felt is working well.

Cont/d

Action

Quiet Room Policy: SE noted that a section on monitoring has been added along with other changes being incorporated. The policy is to be tabled at the next Strategy and Resources meeting for ratification.

Alert Button: KF noted funding has been allocated for alert buttons linked to Security for Main and Neville receptions. The installation date has yet to be confirmed.

FBV: PM noted he is currently working with students on the creation of a new video along with holding another poster competition during this academic year.

4 Update on PREVENT Action Plan

ASt tabled the most recent version of the Risk Register and noted that the document had been reviewed throughout last academic year. ASt then asked members for feedback on how they feel the document works and how best to move forward during 2017/18 academic year. ASt also noted that he will meet with IW look to see if the PREVENT Risk Register can in fact be set up in a similar way to the current JCAD automated risk system as he feels this will help streamline the process.

ASt

ASt also informed members that the action plan relates to compliance and duty and has been broken down into sections, which members reviewed.

SE noted that at present 3 students have so far registered to use the Quiet Room. The booking system appears to be working well with no issues identified at present. It was agreed that SE would undertake a survey next Easter to gather the thoughts of those registered to use the room on how they feel the booking system works.

SE

It was confirmed that the resources and support for partners/WBL students is now in place. Members agreed that it would be beneficial for a test scenario to be carried out with partners to see if the resources are being deployed effectively. This will be added to the action plan. KF then suggested that a sub-group be set up to include areas covered by partners including Waddington Street. Sub-group representation will include KF, CPe, ASt, SBe, HO and PB (or nominees) and KF noted he would send an email confirming when this meeting will be held.

ASt

KF

A Meeting with senior managers has also been held in relation to campus security and lockdown. It was agreed that this also be added to the action plan. ASt noted that the action plan is due to be reviewed this academic year but that the plan and risk register will be circulated to allow members to provide comments prior to the update being held.

ASt

ASt

Cont/d

5 Sexting in Colleges and Outcome 21

Action

CPa noted that the above document was circulated to members prior to today's meeting. CPa clarified that although the advice within the report is not legislative, there is some information that may have an impact on colleges and provided a brief update on Outcome 21. Outcome 21, if added to a DBS, is the code that a person under the age of 18 has been involved in producing/sharing sexual imagery but no charge has been made. The police would then monitor that particular individual. Therefore, if a DBS is received with Outcome 21 added to it CPa suggested that the member of staff refers to ASC/ Safeguarding for advice.

HO informed members she is part of the Work Experience Advisory group and noted she would take this to the next meeting.

HO

6 Death of Student - Policy

MGM noted that although there is no specific policy within the College to deal with a student who has taken their own life it is seen as good practice that a procedure is in place. MGM noted that he can forward a draft procedure to members for comments which will also include an element for cross-College process if a student is over the age of 18.

MGM

7 The Herbert Protocol

HO informed members of the above protocol which was originally set up by a lady working in partnership with the police as her parents both suffered from Alzheimer's. HO explained that this protocol now covers any adult over the age of 18 deemed at risk, not just those suffering from Alzheimer's. HO noted she is working closely with the lead at Durham police who is also willing to attend the next meeting to provide a more in depth overview of this initiative. Members agreed to this. LM to update the agenda and HO to send a meeting invite.

LM
HO

8 Any other Business

Training: CPa and KW are currently undertaking further training on PREVENT. Updates will be shared with actions highlighted on how best to move forward. KM will update at next meeting.

KM

9 Date and Time of Next Meeting

The next meeting will be held at 10 am on Wednesday 29 November 2017 in **GR3.26**. The meeting closed at 11 am.

Karl Fairley
Chair