

**New College Durham**

**Directorate of HR and Corporate Services**

**Safeguarding and Prevent Steering Group**

**Minutes of Meeting held on Wednesday 3 April 2019**

**Present:** Karl Fairley (KF) (Chair), George Wraith (GW), Lynn Bertram (LB), Christine Padgett (CP), Adele Dowson (AD), Andrew Stephenson (AS), Kay Wilson (KW), Peter Morrison (PM), Sarah Elliott (SE), Robbie Pick (RP), Philippa Baulf (PB), Elaine Bonham (EB), Karen Milne (KM), Lizzie Dickinson (LD), Natasha Francis (NF) and Pat Howarth (Notes)

**Action**

1. **Apologies were received from:** Dawn Fairlamb, Colleen Peters, Julie Coverley, Sharon Bennett and Graeme Nash.
2. **Minutes of the Previous Meeting and Matters Arising**

Wrap Training – At the last meeting Chris Sybenga stated that it would be deemed to be good practice to have staff WRAP trained. KM, KW and SE participated in the training. At the Regional PD North Prevent meeting Chris stated that WRAP is being discontinued and will no longer be offered as training. Staff who are currently trained can still deliver the training but no new people will be trained to be trainers. Chris has sited that the training will go out to tender and training will not be available until late 2019. It is unlikely that it will be a train the trainer model but direct delivery into organisations. KM will keep the group informed if there is anything that needs to be taken forward of relevance to the College.

**KM**

**Learning Curve** – A working group outside of this group have met to look at the app and whether it would be appropriate for our students but more importantly the accessibility for the app in relation to the security of the data being stored. Nicola Whiting will take this forward and explore the learning curve app and Guidebook app to develop a solution which would be appropriate for the College. KF to update the group as and when.

**KF**

Cont'd ...

**Drug Awareness** – SE briefed members that she is working on a draft policy/consultation procedure that complements disciplinary procedure in response to the use of drugs by students. The induction session will be changed during Welcome Week in September 2019 where there will be a carousel activity around drug awareness and from 2 September the College will be offering a drop in service by Human Kind for students who have been referred for drug and alcohol abuse. KF stated that refinement of the policy is required and to be discussed with VPs on how to tackle the issue of drug taking by searching/testing students. Members noted that in theory the amount of students using drugs is a small minority when compared with our overall student numbers.

**Silver Contest Meetings** – KM will pick the update up within the agenda item of PD North Prevent Steering Group.

**3. Current Practice/Process Update on actions from Previous Minutes**

Discussed under Matters Arising.

**4. Update from Curriculum**

A working group met outside of this Steering Group to look at ways in which Prevent and Safeguarding can be updated/refreshed within the curriculum in preparation for September 2019.

PM informed members that students from Graphic Design had been working with Durham County Council and Durham Constabulary designing posters for Hate Crime. PM stated that it would be a good idea to use these posters around the College and that these should replace the annual Prevent poster competition. This would give the College posters a different perspective and demonstrate the enrichment activities within the curriculum.

PM gave an explanation that some students within graphic design have been involved in updating the Prevent video that we currently have. PM indicated that they will engage some of Jenny Lingham's students who have been involved in delivering the Prevent (drama) workshops for staff and students as they have a good understanding of Prevent.

KF asked for a deadline and PM stated before the next meeting a video will be ready for the group to view. Until the video is ready the current video will stay on the intranet.

PM

Cont'd ...

## Action

The development of ClickView will also allow for access to more resources that curriculum staff can access to support teaching, learning and assessment. KM informed the group that the work being completed was very detailed and included:

Updating the VP section for induction week to include staying safe. Changes to tutorial SOL to ensure that safeguarding is more apparent and that it is worked on in week 1 and 2 and that Prevent and British Values are tied in with this to reflect modern safeguarding.

Tutor packs and resources will also be updated. AD stated that her team are looking into the safeguarding qualification that they currently deliver to see if elements of this could be incorporated within TLA.

The group will meet again on 2 May to go through actions. KM has asked that this is kept as an agenda item. KF stated that this would be complemented by the report he has asked for from HoS regarding the work that the individual schools have been completing through this academic year which will be reported to Governors. KM to give an update at the next meeting.

KM

### 5. Update from PD North Regional Prevent Meeting

Key points from the regional meeting held on 26 March 2019.

Chris Sybenga stated that the current threat still remains as severe and he gave an update similar to that at our last meeting. Differences were: Counter-Terrorism Boarder Security Act 2019 has been released and is an act to ensure that law enforcement and intelligence agencies have the powers they need to help keep the country safe from the threat posed by terrorism and hostile state activity.

The Government announced in January that there will be an independent review of the Prevent programme, which will hopefully be completed by September 2019. This could result in a new strategy and guidance.

Chris also shared good practice regarding action plans and used the College action plan as an exemplar. Chris reminder everyone that the action plan must be current and relevant to the threat within your locality. Don't forget to RAG rate the action plan and shut down actions that have been completed.

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## Action

Chris also mentioned that Ofsted will test your ICT systems and that you can have all safeguarding processes in place i.e. single central records, staff training embedded within the curriculum but if the ICT system fails to protect this would result in an inadequate result from inspection. Chris confirmed he would share with providers the top 40 words that the Counter Terrorism Agency have collated through internet searches and circulate these to the group. He recommended that you test these within your organisation and if you have not already done so invest in firewall/web filter security eg Smoothwall.

Chris has given an update regarding key words to consider with any web filter. KF to pick this up with GW separately outside of this meeting.

KF

He advised that all providers should be familiar with the changes to Common Inspection Framework and ensure that their systems are updated as appropriate.

Chris advised if you don't already do so you should "dip sample" your TLA to ensure that Prevent and Safeguarding are happening. Recommended that you actually initiated an activity where you give staff and students the following questions and expected answers and there is no harm in doing this activity. What do you know?, Who do you report concerns to?, What are the threats locally?. These are the questions that Ofsted will ask.

## 6. C Sybenga – IT Recommendations

GW briefed members on the IT recommendations and members noted:

- Internet acceptable – Included paragraph within acceptable use policy visible when staff and students log on regarding appropriate use of ICT and prevention of radicalisation and terrorism.
- Open Wifi – verification is needed and addressed in report.
- Student users are more restricted than staff.

KF informed members that tests had been done on the College firewall/web filter and this needs to be tightened on the findings reported on the safeguarding/prevent issues. A meeting has been arranged for KF, AS, AB and GW on Friday 5 April 2019 to discuss these findings. They will also discuss how to devise a system of reporting such breaches, taking actions as a result and a formal process to follow-up. Members will be updated at the June Meeting with a report on their findings and actions.

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## 7. Lanyards

Members noted that meetings had been held with Curriculum, Students, Security, Estates, Reception and Health & Safety staff to investigate the feasibility of the implementation of students wearing lanyards. Members noted that 97% of students say they feel safe and as this leaves 3% of students that do not, it is our duty to look into this.

It was suggested that a further survey should be conducted to ask the 97% students to explain why and how they feel safe. AS stated that students come from schools which have protective environments, secure entry and that the College campus is an open community campus with communal areas where students are able mix socially. This inevitably creates an environment where students may not feel safe and could be open to security threats. The findings from this group will be reported to SEG for their decision and will then be reported back to the June meeting of this group. KF and AS are also looking into a Navigation App which Durham University are using. The group discussed briefly the appropriateness of this app and RP indicated that students would be able to turn off their location settings. The group agreed that there were flaws but that this should be looked into further. It was also discussed that this could be used to replace paper bus passes.

KF/AS

## 8. Any other Business

AS stated that he had updated the Prevent Overview and Risk Register and these will be circulated to members.

AS

SE informed members that the College is now managing the host family accommodation in-house and this will require additional safeguarding to be put in place.

CP asked if staff were aware of what to do if suspicious packages are mailed to the College. Lynn Bertram confirmed that staff were aware and there is a procedure in place for this.

## 9. Date and time of next meeting

The next meeting will be held at 10.00 am on 5 June 2019 in GR3.26.

**Karl Fairley**  
Chair