

Document Category	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Position Statement <input type="checkbox"/> Charter <input type="checkbox"/> Code of Practice <input type="checkbox"/> Report <input type="checkbox"/> Plan
Title	Safeguarding
Description	This policy brings together all of the relevant procedures for safeguarding and has particular reference to safe recruitment; reporting safeguarding issues; establishing a safe environment; promoting safeguarding in the curriculum.
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Date of Next Review	11.12.2024
Equality Impact Assessed/Screened	YES/NO
Category	Public/Internal/Both
Covers	Staff/Learner/Both

1. Policy Statement

- 1.1 Dudley College of Technology is committed to safeguarding and promoting the wellbeing of its students. We fully recognise that it is the responsibility of all staff to ensure that all students are safe and feel safe in the college environment.
- 1.2 This policy is most significant for teaching staff who are particularly well placed to recognise signs that learners are at risk of harm including radicalisation.
- 1.3 This policy brings together all of the relevant procedures for safeguarding and has particular reference to: safe recruitment; reporting safeguarding issues; establishing a safe environment; promoting safeguarding in the curriculum.

2. Roles and Responsibilities

- 2.1 The college will ensure that all relevant procedures and recommendations set out by Keeping Children Safe in Education 2023 and Dudley Safeguarding People Partnership (DSPP) will be followed to:
 - Ensure there is a designated senior member of staff for safeguarding who has received appropriate training and support for this role. This training will be updated at required intervals. The Senior Designated Safeguarding Lead is **Diana Martin, Vice Principal**, the Safeguarding Lead will ensure there is a clearly identifiable, easily accessed, referral process.
 - Ensure there is a designated member of the Corporation responsible for safeguarding. The member of the Corporation is Valerie Little.
 - Ensure there is a Deputy Safeguarding Leads, with clearly defined responsibilities who will provide support to the Safeguarding Lead.
 - Ensure all members of staff and the Corporation know the names of the Safeguarding Lead and the Deputy Safeguarding Leads.
 - Ensure all members of staff understand their responsibilities for safeguarding and promoting student welfare.
 - Ensure all staff know how to refer a concern to the Safeguarding team.
 - Ensure all staff receive training to the required level which is updated as required. Records of safeguarding training to be kept centrally by the Director of Human resources.
 - Ensure all relevant safeguarding procedures are kept up-to-date in line with legislation and DSPP recommendations.
 - Develop effective links with relevant agencies and cooperate as required with requests.
 - Ensure an appropriate member of the safeguarding team attend safeguarding meetings and case conferences.
 - Keep written records of reported safeguarding issues via CPOMS.
 - Ensure all records are kept securely.
 - Provide a termly report on safeguarding to the Corporation.

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3. Ethos

3.1 Dudley College of Technology recognises the importance of students feeling safe, and feel they are in an environment to disclose abuse. The college will endeavour to support students by:

- Ensuring the content of the curriculum, particularly tutorials include relevant information and content.
- Providing a positive secure environment where students feel valued and supported.
- Implementing a code of conduct to which students sign up.
- Have a zero tolerance to child-on-child abuse including sexual violence and sexual harassment.

4. Recruitment

4.1 Safeguarding Children and Safer Recruitment in Education came into force on 1 January 2007. All staff employed in the Human Resources department and Chairs of interview panels undertake training at least every 3 years. To ensure current best practice is implemented this training is regularly updated. The college has adopted all of the recommendations for safer recruitment, selection, induction and on-going professional updating and development. The same rigorous processes are applied to both employed, agency and voluntary staff.

5. Safe Working Practices

5.1 Dudley College of Technology has developed procedures for Codes of Practice for staff to understand and agree in relation to professional conduct with students.

5.2 All staff have access, via the college intranet, to “Safe Working Practice for Adults who work with Children and Young People” and a copy is included in new staff’s induction pack.

5.3 Health and Safety and risk assessments are carried out in lessons and indicated on lesson plans.

5.4 Dudley College of Technology has fully operational Health and Safety Policy and Procedures.

5.5 The college’s Performance Improvement Programme includes elements around staying safe, including online safety, healthy relationships and social media.

6. Safeguarding Procedures

6.1 Dudley College of Technology has comprehensive safeguarding procedures which meet the requirements of the Local Safeguarding People Partnership and Keeping Children Safe in Education September 2023.

7. Record Keeping

7.1 All current safeguarding records are kept centrally on CPOMs system which can only be viewed by designated safeguarding leads, safeguarding administrator, Head of Data and Performance and College Principal/CEO.

7.2 Historical safeguarding records are stored securely by the safeguarding team. Staff are aware that they must report all safeguarding issues to a member of the safeguarding team.

8. Allegations against Members of Staff, Associates or Volunteers

8.1 Dudley College of Technology recognises that when allegations are made regarding behaviour by staff, Associates or Volunteers which may harm a student, clear procedure must be followed.

9. Working with Other Agencies

9.1 Dudley College of Technology recognises the importance of multi-agency working. Whilst the college is not, legally, an investigating agency it is essential that safeguarding issues are adhered through agreed procedures.

10. Cross-Referencing to Other College Documents

10.1 Dudley College of Technology recognises a number of associated policies, procedures and other documents relating to safeguarding. This policy should be read in conjunction with those listed below:

Associated Documents

[**POL-001 – Acceptable Use of IT – Student**](#)

[**POL-002 – Staff IT \(formerly Acceptable Use of Internet/Intranet for Staff and Contract Personnel\)**](#)

[**POL-005 – Equality and Diversity**](#)

[**POL-006 – Fitness to Study**](#)

[**POL-010 – Learner Involvement**](#)

[**POL-015 - Risk Management**](#)

[**POL-028 – Data Protection \(formerly Information Security\)**](#)

[**Anti-Bullying \(Students\)**](#)

[**Behaviour Management**](#)

[**How We Support our Learners \(formerly Caring for the Learner\)**](#)

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[Children or Vulnerable Adults \(non-students\) on College Premises](#)
[Counselling](#)
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[Equality and Diversity in Action](#)
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[Medicine Administration](#)
[Recruitment and Selection](#)
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[Safeguarding \(Children and Adults\)](#)
[Staff, Associate and Governor Safeguarding and Prevent Training](#)
[Suicidal Intentions \(Disclosure of\)](#)
[Tutoring of Learners](#)
[Whistleblowing](#)
[CC001 – Professional Code of Conduct](#)
[SS003 – Student Mental Health](#)
[SS004 – Learner Work Experience](#)
[SS010 – Lone Working](#)
[SS011 – Risk Assessment](#)

Other Documents

Also refer to:

- Performance Improvement Programme.
- Safe Working Practices.

Policy Review

This policy will be reviewed bi-annually or earlier should it become necessary by the Vice Principal – Curriculum and Standards.

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