

## SAFEGUARDING AND PREVENT POLICY

### Policy Statement

DTK College recognises its statutory and moral duty to promote and secure the welfare of its learners, adopting a risk-based approach to safeguarding, which assures the highest possible level of safety for learners and the most positive impact on learning. This includes our obligation under the Prevent Duty (September 2015) to have due regard to the need to prevent people from being drawn into terrorism.

### Policy Aims

To provide a safe and welcoming learning environment where the welfare of our learners is paramount, and in which all learners are respected and valued, and are capable of making excellent progress in their learning, to become the most employable.

To assure safe staff recruitment procedures (including volunteers) built around DBS checks, thorough scrutiny of references and ongoing monitoring and review of practice.

To help staff and learners alike to equip themselves with the information and awareness necessary on how to keep themselves and others safe.

To maintain and explicitly promote those procedures, which help to identify suspected cases of all forms of abuse or neglect, report and act upon them, in accordance with Newham’s Safeguarding Children’s Board (NSCB)

To provide appropriate support to learners or staff who have been the victim of abuse or neglect. To contribute to effective partnership working between all those in the wider community involved in providing safeguarding services and the College itself. This will include having due regard to the need to prevent people from being drawn into terrorism.

To work with those partners to provide a co-ordinated offer of early help when the additional needs of young people are identified.

### Policy Principles

To provide for an environment where safeguarding is thoroughly understood, embraced by all members of the College and applied with a high degree of consistency.

To assure that College resources in safeguarding are focused within a risk management approach that serves those groups identified as being relatively vulnerable.

To assure compliance to the Equality Act, recognising the potentially relatively high risk of some learners with protected characteristics.

To support the College Teaching, Learning and Assessment strategy by promoting positive behavioural attitudes and appropriate British Values, to create an environment in which students feel safe, confident, able to make excellent progress in their learning and therefore become the most employable.

The Policy will be made readily available on the College’s website and will be updated and approved by the Company Board on an annual basis.

This Policy is part of a suite of policies and procedures which have a direct impact on safeguarding and child protection.

Associated policies and procedures	Manager responsible
DTK College Safeguarding Procedures	Designated Safeguarding Lead
Prevent Strategy, Risk Management and Action Plan	Designated Safeguarding Lead
Staff Behaviour Code	Designated Safeguarding Lead

## 1. Introduction and safeguarding ethos

DTK's College is committed to ensuring the highest standards of safeguarding for its learning community and staff. It embraces a spirit of continuous improvement where risks are proactively identified and opportunities to improve the quality of safeguarding provision to make it the best it can be are promoted and supported by senior leadership and the active involvement of all staff and non-staff. It places the learners first, at the heart of the College's corporate values.

This Policy aims to recognise the key role that safeguarding plays in assuring the College's legal compliance, not only to safeguarding legislation, but also to the Equality and Diversity agenda and a range of procedures and mechanisms, which underpin both the safety of the College's Learning Community and through a sense of safety and security, effective learning. This is consistent with the College Mission to provide the best opportunities for all to succeed and progress and the vision to 'raise ambition and achieve excellence'. Effective safeguarding also removes barriers to learning and promotes an inclusive approach to learner achievement and to support our learners to become the most employable.

## **2. The purpose of this Policy**

The Policy framework represented by the DTK's College Safeguarding Procedures; lays out the operational aspects of safeguarding practice. The Policy aims and principles are embodied and clearly detailed in these practices. The Policy and associated procedures are designed to support and engage all interested parties within the College and to manage the rights and responsibilities within and between those parties. The College embraces its external partnership working and sees this as a vital source of support and guidance, as well to assuring excellence in practice. The external partners that we work most closely with are Children's Social Care, Repeat Offending Teams, Adult Social Care, Newham Council and various police departments, including the Prevent team.

Essentially the Policy outlines the College's commitment to assuring legal compliance to all aspects of safeguarding together with a commensurate desire to achieve the highest possible standards of safety for learners and staff in the promotion of excellence in learning.

### **Context and general principles**

The College has a statutory duty under the Children's Act 1989 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of its students. In fulfilling this duty regard has been taken of the guidance in "Working Together to Safeguard Children" DfE 2015, "What to do if you are worried a child is being abused" DfE 2015 and "Keeping Children Safe in Education" DfE 2016.

Under the legislation, a child is classed as a person under the age of 18 (in this policy they are referred to as young people). The College has also included adults, who might be deemed vulnerable because of their circumstance in the scope of this Policy.

All staff have an equal responsibility to act on any suspicion or disclosure that may suggest that a young person or vulnerable adult is at risk of any form of harm, and to identify young people who may be in need of extra help. The College recognises the current relevance of other specific safeguarding issues such as Child Sexual Exploitation (CSE) and so-called Honour Based Violence (HBV) and is working with local partners to maintain a level of vigilance and to report any concerns to the appropriate agency.

All staff have been made aware that inappropriate behaviour towards learners is unacceptable and that their conduct towards learners must be beyond reproach. Appropriate conduct in a variety of situations is outlined in the Staff Behaviour Code which all staff have access to.

### **The Prevent Duty**

Prevent is one of the four elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people from becoming terrorists or supporting terrorism. From 18 September 2015, the Counter Terrorism and Security Act (Section 26) has placed a further statutory duty on all Colleges to "have due regard to the need to prevent people from being drawn into terrorism".

At DTK College we are committed to supporting vulnerable learners through our safeguarding policies and procedures and recognise that this will support the college's contribution to the Prevent Duty. We build our learner's resilience to radicalisation by promoting British Values and enabling our learners to challenge extremist views.

The College has engaged positively with appropriate training to ensure that staff have the skills and knowledge to recognise any concerns and to refer them appropriately, as with any other safeguarding concern.

### **3. Responsibilities for Safeguarding and Prevent**

The SMT holds the overall responsibility for ensuring that the College has policies, procedures and structures in place to support and promote the safety and well-being of all learners in its care, which includes adhering to the Prevent Duty. In practical terms this means;

- The SMT has a specific role should an allegation be made against the Principal.
- To ensure that the College has procedures and policies which are consistent with legal guidelines and local needs and complement the College's responsibility under the Equality Act.
- To consider the College Safeguarding Policy on an annual basis and ensure that it is available publicly.
- To ensure that the College's strategy complies with the Prevent Duty, as set out in the Counter Terrorism and Security Act 2015.
- To show a commitment to safeguarding by completing the College's Mandatory Safeguarding and Prevent training, and updating it annually; thus, satisfying the requirements of the Local Safeguarding Children's Board.
- To scrutinise the practice in the College in relation to the Prevent Action Plan and Risk Assessment.
- To ensure that the College provides sufficient training for all staff and governors to be able to recognise and refer anyone vulnerable to radicalisation to the appropriate person.
- To ensure that the College operates 'safer recruitment' practice including DBS checks and the keeping and updating of the Single Central Record
- To ensure that allegations of abuse against members of staff are managed within the local authority procedures, and supervised by the Designated Officer (DO)
- To ensure that their behaviour, that of managers and staff, the curriculum and policies exemplify British values.

### **3. College staff with responsibilities for Safeguarding and Prevent**

All staff working in education have a responsibility to protect children, young people, and vulnerable adults. There are, however, key people within the College who have specific responsibilities under safeguarding legislation and procedures and the Prevent Duty. The roles of those carrying these responsibilities are listed below.

#### **Principal and Directors' responsibilities:**

- To ensure that the Lead Designated Safeguarding Lead (LDSP) fulfils his/her responsibilities to ensure that all children, young people, and vulnerable adults in the College are suitably safeguarded and prevented from being drawn into terrorism.
- To ensure that appropriate procedures for Safeguarding and Prevent are in place, adhered to and reviewed on a regular basis.
- To ensure that the College actively engages with other partners, as appropriate, including police and local authority Prevent Co-ordinators to comply with the Duty.
- To ensure all allegations made against staff are thoroughly investigated by suitably trained staff and reported to the DO (Designated Officer).
- To make any decisions relating to suspension of staff after taking advice from those involved.
- To be responsible to the Corporation Board for any actions taken.
- To make any decision relating to referrals to the police for staff allegations.

### **Designated Safeguarding Lead (DSL) responsibilities:**

The Designated Safeguarding Lead with overall responsibilities for Safeguarding and Prevent issues is:

Laurence T. Sofowora  
Centre Manager  
Telephone: 0208 555 2999  
[laurence@dtkcollege.co.uk](mailto:laurence@dtkcollege.co.uk)

The Designated Safeguarding Lead is responsible for the following:

- To lead and chair the Safeguarding Committee, ensuring that there are policies, procedures and systems in place to safeguard and promote the welfare of all young people and vulnerable adults, and to prevent them from being drawn into terrorism.
- To oversee the referral of staff allegations to the DO (Designated Officer)
- To ensure DTK College's procedures stay in line with the DfE and LSCB guidelines for safeguarding.
- To undertake any training necessary to perform the role of Lead DSL and refresh every 2 years.
- To oversee the updating of the Safeguarding Policy and Procedures for learners and to monitor implementation of the policy.
- To ensure all staff receive basic training in Safeguarding and Prevent and are aware of the College Safeguarding Policy and Procedures
  - o when they begin working at DTK's College
  - o annually thereafter
- To report to and advise the Governing Body on safeguarding issues.
- To ensure that parents or carers of young people or vulnerable adults within the College are aware of the College's Safeguarding and Prevent Policy.
- To be responsible for reporting deficiencies in procedure or policy identified by the LSCB (Local Safeguarding Children's Board) or other recognised safeguarding body to the SMT at the earliest opportunity.
- To ensure that the Designated Safeguarding Lead (DSL) fulfils his/her responsibilities for Safeguarding and Prevent and to ensure that all children, young people, and vulnerable adults in the College are suitably safeguarded.

### **Designated Safeguarding Lead (DSL) responsibilities:**

The Designated Safeguarding Lead and Single Point of Contact for Prevent is:

Laurence T. Sofowora  
Centre Manager  
Telephone: 0208 555 2999  
[laurence@dtkcollege.co.uk](mailto:laurence@dtkcollege.co.uk)

The Designated Safeguarding Lead is responsible for the following:

- To report to the senior member of staff with lead responsibility
- To support the senior staff member in the annual review of policies, procedures and systems to promote the welfare of all young people and vulnerable adults, and to ensure that they are available publicly
- To ensure all staff receive basic training in Safeguarding and Prevent and are aware of the College Safeguarding Policy and Procedures
  - a) when they begin working at DTK College
  - b) annually thereafter

- To provide advice and support to staff and volunteers on issues relating to Safeguarding and Prevent, encouraging and promoting a culture of listening to young people
- To contribute to the assessment processes for providing early help and intervention, and to lead on any Prevent referrals to the Channel process
- To deal with individual cases, including contributing to Child Protection Conferences and review meetings as appropriate
- To receive training in Safeguarding, Prevent and inter-agency working as required by the Local Safeguarding Children's Board and will receive refresher training at least every 2 years
- To liaise with the local authority and work with other agencies in line with Working Together to Safeguard Children 2013 (updated March 2015) and Keeping Children Safe in Education 2014
- To make Safeguarding and Prevent referrals to other agencies and to seek advice/support as appropriate
- To keep secure and accurate records of all Safeguarding and Channel interventions
- To contribute to the College's Safeguarding Learners Committee

In the absence of the DSL, other appropriate staff have been trained to deputise. These are currently:

Khadija Begum

Administrator

Telephone: 0208 555 2999 Email: [admin@dtkcollege.co.uk](mailto:admin@dtkcollege.co.uk)

#### Deputy DSLs

- To deputise for the Lead DSL or DSL in their absence to ensure a continuity of senior supervision of the safeguarding function in their absence.

#### All DTK College staff (full time, part time, permanent, temporary, paid or unpaid):

- To behave in accordance with the Staff Behaviour Code
- To ensure they have completed the appropriate level of Safeguarding and Prevent mandatory training and to update annually
- To inform the DSL about any allegations or concerns that are raised relating to abuse, neglect or potential radicalisation
- To inform the DSL if staff have concerns about other staff, and not to deal with them personally
- To be honest and provide information if required for any investigation
- To advise learners that they must inform the DSL of any disclosures relating to Safeguarding or Prevent issues and cannot maintain confidentiality
- To encourage a culture of listening to young people and acting on any concerns
- To contribute to the assessment processes for providing early help and intervention

#### Safeguarding Officers/Managers/Heads of Department

- To act as a point of referral when staff have either clearly identified a low risk safeguarding issue, or seek clarification, or are asked by staff to follow up any second hand/third party referrals.

The DTK College Safeguarding Procedures encompasses:

- Procedural guidelines for staff
- Procedural guidelines for learners
- Procedural guidelines for managing staff allegations
- Prevent Action Plan and Risk Assessment
- Critical Safeguarding Incident Procedure & Safeguarding procedure
- Confidentiality and Sharing Information statement and framework
- Safe Recruitment &
- E-safety
- Staff training
- Student Anti-Bullying Policy