

Portland College Safe & Equal Committee Terms of Reference

Composition

<u>Chair:</u>	Brian Harrison - Safeguarding & Staff Development Manager
<u>Vice Chair:</u>	Angela Anstey - Head of Quality and Learning & Teaching
<u>Secretary:</u>	Sue Clarke – PA to the Senior Management Team

Members:

Teaching & Learning Representation

Mark Morton	Behaviour Support Manager
Chris Wynne	Study Programmes Manager
Gary Petley	Data Manager
Victoria Sheldon	Vocational Lead - SMSC
Anna Shewen	Curriculum Support Assistant
Nathaniel Mason	Learning Support Assistant

Support for Learning Representation

Ikechukwu Onwukwe	Designated Safeguarding Lead
Matthew Gallagher	Day Services Manager
Tim Birkin	Senior Carer (Day Centre)
Carol Bonsall	Care Representative (Portland Freedom & Care)

Corporate Services Representation

Nikki Thompson-Windley	HR Manager
Tony Beastall	IT Manager (e-safety & CEOP lead)
Stacey Raines Malarek	Estates & Facilities Manager (H&S lead)
Damon Musgrove	Fundraising Manager

Governors

Dawn Green	College Governor (Safeguarding lead)
Nick Aspley	College Governor (Prevent lead)

External Advisor

Katie Koszegi	Landmarks College
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Our Aim

The Safe & Equal Committee is responsible for informing Safeguarding & EDI policies and planning, monitoring data and recommending areas for improvement, monitoring Safeguarding & EDI related complaints and incidents and organising and delivering staff and student training. The committee reports on a regular basis to the Governing body.

Our Key Principle

The founding principle of the Safe & Equal Committee is that we all have a valuable contribution to make to the life of people with disabilities both at Portland College and beyond. We are committed to developing a community which supports best practice in relation to safeguarding, equality, diversity and inclusion. We aim to promote good relations amongst staff and students and to create a high quality specialist learning environment within which all members of our community can realise their individual potential.

Our Role

- To ensure that the College effectively discharges its responsibilities for safeguarding adults, children, young people in need of protection.
- Ensure the College discharges its statutory responsibilities for supporting the “No Secrets” guidance DH 2000, Working Together to Safeguard Children HMG 2013.
- To ensure that promoting the welfare of adults in need of safeguarding, children, young people and/or protection is integral to College practice and procedures.
- To continuously improve safeguarding systems and front line practice, in accordance with national legislation and guidance.
- To embed into practice Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 2007.
- To ensure E-safety is promoted, reviewed and monitored across the College.
- To monitor the impact and progress towards our equality, diversity and inclusion goals as identified within the College’s Single Equality Scheme.
- To provide guidance and advice in relation to promotion, implementation and monitoring of policies and practices in relation to equality, diversity and inclusion.
- To develop and recommend best practice in relation to the curriculum, learner/citizen support, learner/citizen intake, our built environment and learner services which seek to support equality of opportunity, promotion and celebration of diversity and inclusion (EDI).
- To identify and recommend college improvement plans in relation to specific EDI overarching objectives as identified within the College’s Single Equality Scheme.
- To regularly report progress against targets and action plans to the SMT and Governing body.
- To ensure that the college remains current with UK legislation in relation to EDI.
- To identify and promote opportunities to widen participation and seek to promote educational and social inclusion.
- To monitor complaints and concerns and recommend necessary actions to ensure zero tolerance towards unacceptable behaviour.

The Role of Safe & Equal Committee Members

- Ensure an effective safeguarding adult and children framework exists across all services.
- All members of the group are responsible for providing feedback to and from their colleagues via their own communication processes and attended learner voice meeting when required.
- All members are expected to contribute to the agenda and fully engage in the meetings.
- To promote the awareness of Safeguarding, Prevent & EDI training sessions.
- To promote and embed the principles of the Mental Capacity Act.
- To raise the awareness for staff to comply with the requirement of Deprivation of Liberty Safeguards and understand the processes to be followed when individuals are identified at risk.
- To ensure the effective implementation of the Multi-Agency Policy and Procedures for the Protection of Vulnerable Adults and Children from abuse, throughout the College.
- To ensure Safeguarding becomes integral to its core services within Portland College
- To raise the profile of Safeguarding, Prevent and EDI and become role models for this area of practice.
- To act as Equality, Diversity and Inclusion Champions, keeping the college up-to-date with internal and external developments linked to the nine protected characteristics.
- To take an active role in all aspects of the work of the committee, including the cascade of communication to promote the key principles of the committee.
- To manage and co-ordinate the delivery of all targets and goals based on own area of representation.
- To design, deliver, implement and evaluate Safeguarding & EDI Training & Development solutions e.g. Staff Awareness sessions, OURday etc.
- To ensure all unacceptable behaviour is challenged and dealt with in line with college policies and procedures.
- To influence policy, procedure and activities to ensure Safeguarding & EDI is fully embedded and embraced to allow every member of our community to realise their full potential.

Our Over-arching EDI Objectives

Our over-arching objectives for 2017 - 2020 cover the following key themes:

Review, Improve, Apply.

1. Review and refine information advice and guidance processes to improve the effectiveness of support and increase options for **all** learners & citizens transitioning out of the college.
2. Improve the efficiency of Data across **all** protected characteristics to monitor and understand the needs of the organisation's community, to identify gaps and improve the equality of opportunity for **all**.
3. Apply the Portland Voice Framework to foster good relations with **all** stakeholders within the organisation community who share a protected characteristic and those who do not.

These objectives are then underpinned with a detailed single equality scheme and action plan which the EDI Committee and Department Managers use to guide staff and learners. The Safe & Equal Committee meets six times annually and reports to the Governing Body, via the College Principal. The Committee is representative of the Portland community. The Committee's role is one of planning, implementation, monitoring, reviewing, communication and advising as well as taking a proactive approach and leading by example.

Frequency of Meetings

The Group will meet half termly as a minimum. Members will be expected to attend at least 75% of all meetings.

Agenda & Minutes

The draft agenda for each meeting will be circulated one week in advance by the Committee Secretary, with requests for additional agenda items. Any items to be placed on the agenda are to be sent to the Chair one week ahead of the meeting accompanied by all relevant background papers.

The Committee Secretary will ensure the meeting is recorded and the action notes of the meetings, including the recording of names of those present and in attendance.

Minutes of the meetings shall be circulated promptly to all members by the Committee Secretary.