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29 November 2010

Mrs S Griffiths
Principal
Wakefield College
Wakefield Campus
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Dear Mrs Griffiths

Ofsted 2010–11 best practice survey: safeguarding in colleges

Thank you for your hospitality and cooperation, and that of your staff, during my visit on 11 November 2010 to look at your provision for safeguarding students.

The visit provided valuable information which will contribute to our publication about best practice in safeguarding in colleges. The publication will include case studies about individual providers. If Wakefield College is included as a case study, you will have an opportunity to comment prior to publication. Individual institutions will not be identified in the main text without their consent.

Features of best practice

- High priority is given to safeguarding across the college, led strongly by you and thoroughly supported by the governors. The highly effective safeguarding committee, chaired by the principal, has a clear remit and action plan to promote safeguarding. Self-assessment of safeguarding provision is thorough.
- A rigorous recruitment and selection policy ensures that vetting checks on all staff are carried out thoroughly and recorded accurately. The comprehensive single central record is linked effectively to other management systems including safeguarding training records. Good support is given to different groups to undertake vetting checks, such as students on early years courses prior to going on work placements and 'young volunteers'.
- The provision of thorough training in safeguarding at all levels and across the college is flexible and tailored to meet the specific needs of different groups of staff. This includes providing training at different times of the

day to fit in with staff working hours and a flexible approach to delivering training according to individual learning styles.

- The tutorial scheme and other education initiatives are used very well to ensure that young people have good knowledge and a high awareness of ways in which they can keep themselves safe. Tutorial topics are differentiated by level and are relevant and helpful in covering areas, such as dates and socialising, use of minicabs and dealing with bogus callers. E-safety is strongly promoted including advice on cyber-bullying and a new facility on all computers to report concerns directly about bullying to a senior manager.
- A robust approach is in place for site security through the use of carefully trained security guards, vigilance by all with regard to the identity of people moving around all college sites including ensuring that all staff display and all students carry photo identity cards.
- High priority is given to health and safety. Contractors complete a comprehensive 'permit to work' before embarking on work on college sites. Risk assessments are updated annually and are held centrally in an electronic database as well as in each subject department. The use of control measures, including personal protective equipment is reinforced strongly. The causes of accidents and near misses are analysed carefully and actions taken promptly to redress any concerns.

I hope that these observations are useful as you continue to develop safeguarding provision in the college.

As explained previously, a copy of this letter will be published on the Ofsted website. It will also be available to the team for your next college inspection.

Yours sincerely

Philippa Francis
Her Majesty's Inspector