CORONAVIRUS (COVID-19): ADDENDUM TO CHILD PROTECTION/SAFEGUARDING POLICY

Effective from 6 January 2021

The College's Child Protection/Safeguarding Policy can be found here

Context: Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

This addendum to the College's Child Protection/Safeguarding Policy sets out some of the adjustments the College is making in line with the changed arrangements in the College and following advice from the government and local agencies.

It is effective from Wednesday 6 January 2021 when the government requested that all learning take place on line for schools and colleges, except to the children of critical workers and vulnerable children, due to the Coronavirus (COVID-19) outbreak.

The College will keep under review the Child Protection/Safeguarding Policy and this addendum and will revise them as circumstances evolve and guidance changes.

This addendum will be removed once the DfE confirms that the interim arrangements no longer apply.

Staff and volunteers will be kept up to date as procedures change.

Key safeguarding principles

The following safeguarding principles remain the same:

1. With regard to safeguarding, the best interests of students must continue to come first.
2. If anyone has a safeguarding concern about any student, they should continue to act and act immediately.
3. A Designated Safeguarding Lead (DSL) or deputy should be available at all times.
4. It is essential that unsuitable people are not allowed to enter the College's workforce and/or gain access to students.
5. Students should continue to be protected when they are online.

Safeguarding Leadership Continuity: Arrangements for Designated and Deputy Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is Carly Rosser-Mayo and the Deputy Designated Safeguarding Lead (DDSL) is Sandra Tyrell.

In the absence of the DSL, the DDSL will act as DSL and report any safeguarding concerns to the Executive Team where appropriate.

In the event that both the DSL and DDSL are absent, David Kettlety who is the Designated Teacher will act as DSL.

A list of contact details can be found at Appendix 7 of the Child Protection/Safeguarding Policy here.

In addition:

David Kettlety
TEL: 01452 563493
EMAIL: david.kettlety@gloscol.ac.uk

Sandra Tyrrell
TEL: 01594 838407
EMAIL: sandra.tyrrell@gloscol.ac.uk

Whilst the College is fully or partially closed to students and/or staff, if the DSL or, in their absence, the DDSL is not on site, they will be available to be contacted via telephone, email or (for staff) online via MS Teams.

The DSL or, in their absence, the DDSL will take responsibility for co-ordinating safeguarding including, for example, updating and managing access to child protection files, liaising with social workers where they require access to students in need and/or to carry out statutory assessments at the College.

The DSL (or DDSL) will continue to engage with the local authority and attend multi-agency meetings remotely as necessary. They will communicate any updated advice received from the local safeguarding partners, local authorities regarding children with EHC plans, the LADO and children's social care, regarding reporting mechanisms, referral thresholds and children in need.

Procedures for dealing with safeguarding concerns

There is no change to the procedures for dealing with safeguarding concerns set out in the College's Child Protection/Safeguarding Policy. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in the College's standards.

Staff and volunteers continue to have a duty to safeguard students from harm and to report any concerns they have. This should be done by following the process set out in the College's Child Protection/Safeguarding Policy.

It remains important that all staff and volunteers act and <u>act immediately and without delay</u> on any safeguarding concerns. They should refer to the Child Protection/Safeguarding Policy for instructions on what staff and volunteers should do if they have any concerns about a student or about a staff member or volunteer who may pose a safeguarding risk to students.

Staff will continue to log concerns as they normally would. The safeguarding inbox safeguarding@gloscol.co.uk continues to be monitored by the Safeguarding Team and absence contingency plans for the Student Officers are in place.

The Safeguarding Team is aware of and will follow any revised contact strategies in place for external agencies including Social Services.

Attendance

Staff should continue to complete a record of student attendance and/ or engagement with College for safeguarding purposes.

The College and social workers will agree with parents whether students should be attending College.

Staff should follow up on any student that they were expecting to attend, who does not and those who are not fully engaging with the teams.

In all circumstances where a vulnerable student does not take up their place at the College or discontinues their attendance/engagement, staff should notify the Designated Teacher who will notify the Virtual School and Social Care.

Staff should ensure they have up to date emergency contact numbers for parents and ask for any additional emergency contact numbers.

Mental health

The College is committed to ensuring the safety and wellbeing of all of its students, whether in College or not.

Students not in College who would normally receive pastoral support in College will continue to receive support in accordance with an agreed communication plan.

The College will ensure appropriate support and safety measures for any students on site.

Staff should be aware of the impact of the COVID-19 pandemic on students' (and their parents') mental health, and should keep this in mind when setting expectations of students' work, particularly where they are at home.

A link to wellbeing support for all students can be found [here](#).

Remote learning and online safety

It is of paramount importance that the College seeks to protect its students and staff when providing remote education.

The College must do what it reasonably can to keep all of its students safe, even if those students are not physically present in College.

A general rule of thumb is that whatever is applied to in-college learning still applies online.

All staff who interact with students, including online, must continue to look out for signs a student may be at risk. Staff should be aware of the signs and signals of cyberbullying and other risks online and apply the same practices as when students are learning at the College. Any such concerns should be dealt with in accordance with the College's Child Protection/Safeguarding Policy and any referrals made as required.

Staff and students should follow the same principles as set out in the College's policies and codes of conduct in relation to the acceptable use of technologies, staff/student relationships and communication, including the use of social media. Staff should set clear expectations with students regarding their behaviour.

Staff should observe any protocols for online working issued by the College and included within the College's policies. The College will continue to ensure appropriate filters and monitors are in place.

If staff are required to teach lessons, or to communicate with students and/or parents from home, staff should maintain professional standards (for example, in relation to dress, language, and professional boundaries). When broadcasting or recording, staff should be mindful of what is displayed in the background. This is important to protect both students and staff.

To protect both the students and the staff delivering lessons, when planning remote working requirements, staff must ensure that there are very clear reporting routes in place so that students (and indeed staff) can raise any concerns whilst online, both to the College, and to external (age appropriate) resources such as ChildLine, UK Safer Internet Centre etc.

The DfE guidance on safeguarding and remote education during the Coronavirus pandemic signposts schools to resources on safe online education that may be helpful to staff and parents.

Peer on peer abuse

The College recognises the potential for abuse to go on between students, especially in the context of a full or partial closure of the College and that a revised process may be required for managing any report of such abuse and supporting victims. Staff will remain vigilant to the signs of peer-on-peer abuse.

Where a report is received, the College will follow the principles set out in Part 5 of KCSIE and outlined in the College's Child Protection/Safeguarding Policy, working with the student(s), parents and any external agencies to ensure the safety of the student(s). Concerns and actions will continue to be recorded and appropriate referrals made.

Data protection

Staff working from home and/or delivering online teaching must be mindful of their data protection obligations and should continue to follow the College's data protection policies.

Staff should ensure that any use of online learning tools and systems is in line with privacy and data protection requirements. They should be particularly mindful that they should:

- Not share contact details when emailing multiple parents and/or students
- Not commit a data breach when sharing usernames and other personal data for access to online resources
- Provide access to College data systems safely
- Ensure appropriate security measures are put in place to ensure the confidentiality, integrity and availability of any recordings.

Communication with parents and students

Staff must ensure that all communication made on behalf of the College is professional at all times.

Staff should:

- Limit communication to within College hours as much as possible (or hours agreed with the College to suit the needs of staff)
- Communicate only through channels/platforms approved by the College
- Insist that College email accounts are used at all times, not personal ones
- Where possible, use College devices over personal devices
- Not share personal information with parents or students.

When contacting parents, staff should reinforce the importance of students being safe online. They should ensure parents are aware of what students are being asked to do online, including the sites they will asked to access.

Access to technology

The Department for Education will provide the following for some disadvantaged children and young people who do not currently have access to them:

- digital devices (laptops and tablets)
- internet access

The College also has Covid-secure internet study zones on each campus that are accessible to vulnerable students and those without access to internet connectivity or suitable technology at home. Students can speak to their Student Mentor or Course Leader to be authorised for access to this facility.

Provision for vulnerable and SEND students

Whilst the College is currently closed to the majority of students, it is required to remain open for children of critical workers, and vulnerable children.

Vulnerable students include those who have an allocated social worker and those children and young people with education, health and care plans (EHCPs).

Those who have a social worker include students who have a Child Protection Plan and those who are looked after by the Local Authority. A student may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. Eligibility for free school meals in itself should not be the determining factor in assessing vulnerability.

The College has undertaken risk assessments and put in place arrangements to identify and support students that may be vulnerable, but that do not meet the 'vulnerable' definition.

On 19 April 2020, the DfE published guidance that recommended that local authorities, in conjunction with colleges, carry out risk assessments to determine whether the needs of children with SEND, including EHC plans, can be best met at home, or at college during the pandemic.

The College has undertaken a scoping exercise to identify the most vulnerable students and individual arrangements have been made with students who have an attached social worker and those with an EHCP. These have since been reviewed and updated in January 2021.

The College will continue to work with and support social workers to help protect vulnerable students. This includes working with and supporting social workers and the

local authority Virtual School Head (VSH) for looked-after and previously looked-after children.

The College will ensure that child protection and welfare information about vulnerable students is accurate and updated, and can be easily located and securely shared in the event a student is required to move settings to access provision.

Safeguarding training and induction

Safeguarding refresher training is unlikely to take place while COVID-19 measures are in place. During this period, a trained DSL or DDSL will continue to be classed as such even if the refresher training is missed.

All staff and volunteers must continue to undertake any required refresher training online, to read any updates to KCSIE and to familiarise themselves with any new safeguarding arrangements communicated to them.

Where new staff or volunteers are recruited, they will continue to be provided with a safeguarding induction online and will be informed who to contact if concerned about a student. All new starters or volunteers will need to confirm that they have read Part I and Annex A of KCSIE.

Safer recruitment

It remains essential that people who are unsuitable are not allowed to enter the College's workforce and/or gain access to students.

When recruiting new staff and volunteers, the College will continue to follow safer recruitment processes as set out in the College's Child Protection/Safeguarding Policy, to keep the Single Central Record up to date and to make any referrals required under KCSIE.

The College will follow the DfE interim safeguarding guidance published on 27 March 2020 in relation to any staff deployed from another setting.

The College will continue to carry out the usual safer recruitment checks on new staff and volunteers. It should be noted that, in response to the COVID-19 pandemic, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face to face contact.