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Safeguarding and Child Protection Policy

COVID-19 Addendum

This document should be read in conjunction with the Safeguarding and Child Protection Policy September 2020

This addendum has been updated to reflect the government guidance [Further Education guidance for restricting attendance during the national lockdown](#).

Designated safeguarding leads (DSLs) and Deputies

Where possible we will ensure that there is a trained DSL or deputies available on site. The DSL will always be contactable by phone 07969593328 or video call during college hours. The DSL and deputies will remain as the main point of contact for any Safeguarding questions or queries.

The college Duty and Deputy Duty Manager will be available on site and via phone as per the normal college system.

We will ensure that all staff and volunteers are clear about the arrangements for sharing and reporting any concerns and these must be updated to reflect any changes on any given day.

We will ensure that the contact details for the contacting the DSL or deputies are shared with all staff and volunteers.

Vulnerable children

We will identify our most vulnerable children and create a register/plan for these students to attend college as and when required. This will include any students who are not identified as being in a vulnerable group but where the college have concerns.

Vulnerable students include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child

- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - other students who suffer with significant Mental Health issues

We will ensure that we provide a place for these students to access their remote online lessons from the college site. This will be inline with the COVID guidelines in place. We will provide these students with the equipment and resources required to continue their education.

Attendance

Whilst we will allow and strongly encourage vulnerable students to attend it is not compulsory and they may choose to continue to access their learning from home.

Mental Health

We will be aware that negative experiences and distressing life events, such as the current circumstances may affect the mental health of students and their parents/carers.

We will continue with our Student Support and Pastoral Team meetings for academic and wellbeing. This will revert to video calls via teams or telephone conversations. All information will be recorded and shared with DSL's as appropriate.

All students will receive a regular wellbeing phone call from their Progress Tutor to check in on their health and wellbeing. Any concerns arising from these conversations will be shared with the Student Support Team/DSL's.

Where there is a concern for a student, we will ensure that any concerns are reported to the DSL or a deputy and recorded. We will draw on external support where necessary and consider any referral to statutory services (and the police) as appropriate.

We will continue to communicate regularly with students and parents/carers about their health and wellbeing and where they can access any support should they have concerns.

Remote learning and online safety

We will ensure that we are doing everything we can to keep all students safe online. We will ensure that all staff who interact with children, including online, continue to look out for signs a student may be at risk. We will do this using teams and ensuring all students are seen via cameras during each lesson. Any concerns will be reported and recorded like any other safeguarding concern and where appropriate referrals will be made to children's social care and as required the police.

We will continue to implement our online safety guidance for students and staff to ensure they are aware of how to act whilst in a lesson online.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We will seek advice from the DPO where there are any concerns about a breach of the requirements.

Safer recruitment/volunteers and movement of staff

We will comply with our legal duties regarding pre-appointment including having regard to part three of the statutory safeguarding guidance keeping children safe in education. We will follow the updated guidance issued by the Disclosure and Barring Service (DBS) [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

Where we are recruiting volunteers, we will ensure they are all made aware of KCSIE 2020 and the roles and responsibilities they must undertake. The contact details for the DSL and deputies will be circulated to enable volunteers to raise any concerns.

We will ensure that new staff and volunteers are added to the Single Central Record, that the assurance from the current employer is recorded and the risk assessments are held on file.

We will seek advice from the HR Department if there are any concerns about a member of staff or a volunteer's suitability to work with children.

Staff training and safeguarding induction

We will ensure that all school staff and volunteers are made aware of any new arrangements or changes to reporting and recording concerns, so they know what to do if they are worried about a student or member of staff.

We will ensure that where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction.

Where we have new staff/volunteers on a temporary basis in response to COVID-19 we will use a risk assessed approach to determine the level of safeguarding induction required. In most cases, the individuals will receive a copy of the receiving setting's safeguarding and child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details. We will also ensure that they are clear about how to report and record a concern. We will keep a signed record of what was included in the induction.