



COVID-19

Addendum update to Greenhead College Safeguarding and Child Protection Policy

This policy addendum is to be used alongside Greenhead College 2019/20 College safeguarding and child protection policy

Updated Date: 2nd April 2020

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Context

From 20th March 2020 parents/carers were asked to keep their children at home, wherever possible, and for schools and Colleges to remain open only for those children of workers critical to the COVID-19 response - who need to attend.

Schools and Colleges and all childcare providers were asked to provide care for a limited number of children - vulnerable children, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the College Safeguarding and Child Protection Policy contains details of our safeguarding arrangements in the following areas:

1. Vulnerable Children
2. Attendance Monitoring
3. Designated Safeguarding Lead
4. Reporting a Concern
5. Safeguarding Training and Induction
6. Referrals, Single Central Record and Code of Conduct
7. Online Safety in Schools and Colleges
8. Children and online safety away from College
9. Supporting children, not in College
10. Supporting children in College
11. Peer on Peer Abuse

Key contacts

| Role | Name | Email |
|--|-------------------|----------------------------|
| Designated Safeguarding Lead | Usman Anwar | uanwar@greenhead.ac.uk |
| Deputy Designated Safeguarding Lead | Kate Abel | kabel@greenhead.ac.uk |
| Principal | Simon Lett | slett@greenhead.ac.uk |
| Chair of Governors | Richard Armstrong | rarmstrong@greenhead.ac.uk |
| Safeguarding Governor | Sue Ellis | sellis@greenhead.ac.uk |

1. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health, and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being a Child in Need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC Plan will be risk-assessed in consultation with the Local Authority and parents/carers, to decide whether they need to continue to be offered a school or college place to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school/College meals in and of itself is not the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support. This College will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this is Usman Anwar (DSL) supported by Kate Abel (Deputy DSL).

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and this College will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID19, this College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

This College will encourage our vulnerable children and young people to attend, including remotely if needed.

2. Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

This College and social workers will agree with parents/carers whether children in need should be attending school. We will then follow up on any student that they were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

Our College safeguarding team will ring/text parents/carers to establish the reason that the child(ren) have not attended their pre-arranged place in College.

To support the above, we will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at College or discontinues, we will notify their social worker.

3. Designated Safeguarding Lead

This College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Usman Anwar

The Deputy Designated Safeguarding Lead is: Kate Abel

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on-site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection records and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

All our College staff and volunteers will have access to a trained DSL (or deputy). On each day the staff on-site will be made aware of who that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

4. Reporting a Concern

Where staff has a concern about a child, we will continue to follow the process outlined in the College Safeguarding Policy, this includes making a report which can be done remotely.

In the unlikely event that a member of staff cannot access their systems from home, they will email the Designated Safeguarding Lead, Deputy DSL and Deputy Principal. This will ensure that the concern is received.

Staff will be reminded of the need to report any concerns immediately and without delay.

Where a staff member is concerned about an adult working with children in the College, they will report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the Chair of Governors: Name Richard Armstrong

5. Safeguarding Training and Induction

The Local Authority has suspended DSL training until further notice whilst there remains a threat of the COVID-19 virus.

For the period COVID-19 these measures have been put in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their scheduled refresher training.

The DSL will communicate with existing staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter school, they will continue to be provided with a safeguarding induction.

6. Referrals

We will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

We will also continue to consider and make referrals to the Teaching Regulation Agency (TRA) if required via Misconduct.Teacher@education.gov.uk.

All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

- Single Central Record

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that we are aware, on any given day, which staff will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date.

The SCR can, if we choose, provide the means to log everyone that will be working in College on any given day, including any staff who may be on loan from other institutions. The SCR can also, if we choose, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

- Code of Conduct

We will ensure new staff have read through our staff code of conduct within the last 12 months or highlight any specific differences our College may have.

7. Online Safety in Schools and Colleges

Our College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in College, appropriate supervision will be in place.

8. Children and Online Safety Away from College

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the College safeguarding and child protection policy and where appropriate, referrals will still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the College code of conduct.

This College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things we will consider when delivering virtual lessons, especially where webcams are involved:

- 1:1 sessions with students: please make the student aware before the session starts that it will be recorded. It is acceptable for the 1:1 to be undertaken using an audio feed rather than video and audio. On completion of the session, an audio file of the recording should be emailed to the student and a copy should be kept by the member of staff. This is very simple to do but please speak to the Moodle team if you require assistance with this.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by school to communicate with students

9. Supporting children, not in College

This College is committed to ensuring the safety and wellbeing of all its Children and Young People.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded, as will a record of contact made.

The communication plans might include; remote contact, phone contact. Other individualised contact methods should be considered and recorded.

This College and our DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

We will share safeguarding messages on our website and social media pages.

We recognises that this College is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at this College will be aware of this in setting expectations of students' work where they are at home.

The College will ensure that where we care for children of critical workers and vulnerable children on-site, we ensure appropriate emotional and pastoral support is in place for them. Any issues or concerns which arise will be recorded.

10. Supporting Children in College

This College is committed to ensuring the safety and wellbeing of all its students.

We will continue to be a safe space for children to attend and flourish. Our Principal will ensure that appropriate staff is on-site and staff to student ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of the spread of COVID-19.

We will ensure that where we care for children of critical workers and vulnerable children on-site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded.

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Local Authority.

11. Peer on Peer Abuse

We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

If we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and those outlined within the school safeguarding and child protection policy.

We will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>