



South Devon College

# Child protection and safeguarding: COVID-19 addendum

**Approved by:** Governing Body **Date:** 25 March 2021

**Last reviewed by:** Liz Lawrence – 02 February 2021

**Next review due by:** September 2021

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## Important contacts

| ROLE   | NAME  | CONTACT DETAILS   |
|--|---|---|
| Designated safeguarding lead (DSL)               | Liz Lawrence  | 07739171352   |
| Deputy DSL and Mental Health Lead                | Celeste Powell  | 07736 553398  |
| Vulnerable Learner Lead & Designated Teacher LAC | Alex Howarth  | 07912481008   |
| Other contactable DSL(s) and/or deputy DSL(s):   | Natalie Peakman<br>Positive Intervention team;<br>Di Brugge<br>Simone Wright<br>Danielle Bennett<br>Emma Taylor<br>Alex Howarth | 07725 221087<br>01803540321<br>Rota of staff in every day |
| PC Re Engagement-Trainer for Domestic abuse      | Sian Brynnick   | 07519 665804-Onsite Mon and Wed                           |

| ROLE   | NAME            | CONTACT DETAILS                        |
|--|-----------------|--|
| Designated member of Senior Leadership team if DSL (and deputy) can't be contacted | Duty SLT        | Duty SLT Manager Phone<br>07568 426334 |
| Principal  | Laurence Frewin | 07889318977                            |
| Local authority designated officer (LADO)  | Ivan Sullivan   | 07920247310                            |
| Chair of governors   | Jane Viner      |  |

## 1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 local safeguarding partners.

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect students who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means those who:

- Are assessed as being in need, including children:
  - With a child protection plan
  - With a child in need plan
  - Looked after by the local authority
  - Have an education, health and care (EHC) plan
  - On the edge of receiving support from children's social care services or in the process of being referred
  - Adopted or on a special guardianship order
  - At risk of becoming NEET ('not in employment, education or training')
  - Living in temporary accommodation
  - Young Carers and Young Adult Carers
  - Care leavers
  - Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
  - In need of support for their mental health
  - Those who SDC have risk assessed and have met criteria for a place at College during the lockdown.

### **We have put in place COVID safety measures for onsite study as follows:**

Daily/weekly risk assessment to identify learners who need to attend

Team around the learner plan

Remain 3m apart as a standard practice

Learners highly encouraged to wear a face covering (mask/visor) at all times, unless exempt.

Learners to wipe down your work surface before leaving area

Clean hands thoroughly, more often than usual

Adopt the catch it, bin it, kill it approach -Hands- face space

Lateral flow testing:

Students are strongly encouraged to have 2 Lateral Flow (Covid) tests at the start of onsite study. These will ideally be approximately 3/5 days apart.

## 2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately and contact DSL/DDSL
- A designated safeguarding lead (DSL) or deputy will be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the college workforce or gain access to children
- Children should continue to be protected when they are online-we have identified specific resources to support learners online.

## 3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at college and those at home.

As a reminder, all staff should continue to work with the DDSL and the PI team who will support children's social workers, where they have one, to help protect vulnerable children.

## 4. DSL (and deputy) arrangements

We aim to have a trained DSL or one of the deputy DSL (PI team) on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum. They include the PI team and other level 3 trained staff. PI staff are Deputy Designated safeguarding leads.

If our DSL (or deputy/s) can't be on site, or cannot be reached, they can be contacted remotely by telephone as listed above.

We will keep all college staff and volunteers informed by [email/other method of communication] as to any changes relating to the DSL (or deputy) and if DSL & DDSL are not available on site and how to contact them.

On occasions where there is no DSL or a deputy on site, a member of SLT will take responsibility for co-ordinating safeguarding. You can contact them by calling the duty phone.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in college
  - Access child protection files, where necessary

## 5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

## 6. Monitoring attendance

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for students learning remotely) and what data to submit.

During the national lockdown, only vulnerable children and children of critical workers will attend school in person. Where any child we expect to attend school doesn't attend, or stops attending, we will:

- › Follow up on their absence with their parents or carers.
- › Notify their social worker, where they have one.
- › Meet regularly with both Torbay and Devon SEND team
- › The vulnerable learner team will oversee the attendance process.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

## 7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

## 8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## 9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

- › The College will contact any learner who has not engaged with their learning—at least once a week
- › Tutors/HOT and PI teams (VL team) will make contact – as far as possible, this will be staff who know the family well-All contact to be logged.
- › We have agreed these plans with children's social care where relevant, and will review. If we can't make contact, and we are concerned, we will contact children's social care or the police.

## 10. Safeguarding all children

### 10.1 All children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on learners' mental health that are also safeguarding concerns. They will act on concerns immediately in line with the procedures set out in section 3 above

### 10.2 Children at home

The College will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will where available use work phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to College systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

## 11. Online safety

### 11.1 In College

We will continue to have appropriate filtering and monitoring systems in place in College.

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct/IT acceptable use policy.

The College has shared with all staff the appropriate ways to engage with learners. If staff are not clear, please seek advice from the Curriculum Head, DSL or quality team.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as usual as set out in section 3 of this addendum

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

### 11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our college is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our college
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online-We will regularly put relevant safety information on our website for parents use.

## 12. Mental health

If any student, parent or carer has concerns about mental health and wellbeing, they should contact the tutor or the Positive intervention team. The College will make sure students, parents and carers are aware of this.

## 12.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have on Students' mental health. They will look out for behavioural signs, including students being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

## 12.2 Children at home

Where possible, we will continue to offer our current support for student mental health for all students, e.g. we will continue to offer our Positive intervention sessions and counselling online when required. Those students who prefer of face-to-face contact with Positive Intervention can continue to meet with the staff on site. Each week we will publish which staff from PI are on site and which days.

We will also signpost all students, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for students learning remotely and not attending college, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home and act on these immediately, following our reporting procedures as set out in section 3 of this addendum

## 13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

## 14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

## 15. Monitoring arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, by the DSL. At every review, it will be approved by the full governing board.

## 16. Links with other policies

This policy links to the following policies and procedures:

- › [Child Protection & Safeguarding policy](#)
- › [Staff Code of Conduct](#)
- › [IT Acceptable Use policy](#)
- › [Health and Safety and Welfare policy](#)
- › [Online Safety policy](#)