



Child Protection and Safeguarding: COVID-19 Addendum

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Paul Sanderson	01733 271326 paul.sanderson@kisimul.co.uk
Deputy DSL	Paul Fowler	01733 271326 paul.fowler@kisimul.co.uk
Other contactable DSL(s) and/or deputy DSL(s): DSL at Swinderby school	Toni Wood (Headteacher)	01522 868279 Toni.woods@kisimul.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Paul Routledge	07881 315959 paul.routledge@kisimul.co.uk
Head of College	Paul Sanderson	01733 271326 paul.sanderson@kisimul.co.uk
Local authority designated officer (LADO)	Jane Bellamy	01733 864038 lado@peterborough.gov.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners and local authority (LA) Peterborough.

It sets out changes to our normal CYP protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal CYP protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children / young people:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of our young people must come first
- If anyone has a safeguarding concern about any young person, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should 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 young people.
- Students should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a young person immediately. It is still vitally important to do this.

Reporting procedures remain the same at the current time. Social workers / Local Authorities are updated regarding any relevant changes to a young person's circumstances..

As a reminder, all staff should continue to work with and support young people's social workers, where they have one, to help protect vulnerable young people.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in college, they can be contacted remotely by email (shown at start of this document, or mobile telephone no: 07484 091858 (Paul Sanderson).

If our DSL (or deputy) is unavailable, we will share a DSL with Swinderby school. Their DSL can be contacted by: 01522 868279 or Toni.woods@kisimul.co.uk

We will keep all college staff and volunteers informed by email or telephone as to who will be the DSL (or deputy) or if there are contingency details in place by sharing this policy addendum and uploading onto the appropriate online internal portal.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable young people in our college are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Paul Routledge Asst Director of education. You can contact them by email – paul.routledge@kisimul.co.uk or by phone on 07881 315959.

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 young people in college.
- Update and manage access to child protection files, where necessary
- Liaise with young people's social workers where they need access to young people in need and/or to carry out statutory assessments
- To ensure data regarding staff illness is maintained.

5. Working with other agencies

We will continue to work with children's / adult social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about young people with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most students will not be attending college during this period of closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any student we expect to attend college during the closure does not attend, or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers, by contacting, in the first instance by telephone, followed by email.
- Notify their social worker, where they have one

We will use the Department for Education's daily online attendance form to keep an accurate record of who is attending college.

We will arrange with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. This information is stored on the college's data base.

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.

8. Concerns about a staff member 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. Contact details of the DSLs are identified at the beginning of this document.

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 for the duration of the COVID-19 period, in line with government guidance.

9. Safeguarding for children not attending college.

9.1 Contact plans

We have contact details for students with a social worker and who we may have safeguarding concerns about, for circumstances where:

- They won't be attending college (for example where the college, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the student's best interests); or
- They would usually attend but have to self-isolate.

At the current time, college staff are providing outreach education for students, and have contact with them on a daily basis. Parents / carers are provided with a weekly report / update of progress during each period.

9.2 Safeguarding all children and young people.

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

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, students are likely to be spending more time online (see section 11 below).

10. Online safety

10.1 In college.

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

If IT staff are unavailable, our contingency plan is to second support from other school locations.

10.2 Outside college

Where staff are interacting with students online, they will continue to follow our existing staff code of conduct and IT acceptable use policy. **Not applicable at present time.**

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

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

10.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to young people online and the importance of staying safe online
- Know what our college is asking students to do online, 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 remote teaching and resources our college provides.
- Know where else they can go for support to keep their young people safe online. College staff will signpost parents / carers to appropriate online safety provisions e.g NSPCC.

11. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all students. We will also signpost all students, parents 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 young peoples' and adults' mental health.

12. Staff recruitment, training and induction

12.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our college are safe to work with young people.

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

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our college.

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 167-172 of Keeping Children Safe in Education.

12.2 Staff 'on loan' from other schools or local authorities

We will assess the risks of staff 'on loan' working in our college, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These risk assessments will be undertaken by the Head or Assistant Head of College.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

12.3 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
- A copy of our CYP protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our CYP protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

12.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

- Everyone working or volunteering in our college each day, including staff 'on loan'

- › Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

13. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every four weeks by Paul Sanderson (Head of College). At every review, it will be approved by the full governing board.

14. Links with other policies

This policy links to the following policies and procedures:

- › CYP protection policy
- › Staff code of conduct.
- › IT acceptable use policy
- › Health and safety policy
- › Online safety policy
- › Supporting students with medical conditions at school and home policy.
- › Managing allegations policy
- › Whistleblowing policy.