



Castle Donington College

Guidance On Safeguarding/Child Protection During Covid-19 Pandemic

The College follows Guidance and Advice given by the Government and Local Authority when writing policies; in light of this, changes may need to be made after the adoption of this policy and prior to the review date.

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of **workers critical** to the COVID-19 response - who absolutely need to attend. Schools and all childcare providers were asked to provide care for a limited number of children - **children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.**

On Friday 27th March 2020, the government published safeguarding guidance for schools, colleges and other providers. Whilst Keeping Children Safe in Schools remains the key statutory document for schools, the DfE have issued interim guidance during the coronavirus outbreak¹.

2. Keeping children safe in schools and colleges

KCSIE is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.

Whilst acknowledging the pressure that schools and colleges are under, it remains essential that as far as possible they continue to be safe places for children. This guidance supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe. It suggests where schools and colleges might consider safeguarding policy and process differently when compared to business as usual.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available, where possible, during the College day for pupils in College and via email safeguarding@cdcollege.uk or via CPOMS in the usual way
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Schools and colleges should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.

¹ <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>

This Guidance supplements Castle Donington College's Safeguarding/Child Protection Policy and contains details of our individual safeguarding arrangements in the following areas:

3. 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 in need or otherwise meet the definition in section 17 of the Children Act 1989.

A decision will be made by the SEND co-ordinator in consultation with SLT, parents, social services and the local authority where necessary on whether those on an EHC plan need to continue to be offered a College place in order 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 meals in and of itself should not be 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.

Castle Donington 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 will be: Alexa Burns

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 does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Castle Donington College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Castle Donington College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Castle Donington College will encourage our vulnerable pupils to attend a school, including remotely if needed. If the pupil is not attending, members of the Safeguarding Team will be in regular contact with the family of the pupil and, where deemed necessary, will make home visits.

Castle Donington College will identify any vulnerable pupils on the basis of risk and a member of the Safeguarding Team will be allocated responsibility for ensuring that regular contact is maintained. Details of the contact should be recorded in the normal way on CPOMS.

4. 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.

Castle Donington College and social workers will agree with parents/carers whether pupils in need should be attending, Castle Donington College will then follow up on any pupil that they were expecting to attend, who does not.

When vulnerable pupils do not attend Castle Donington College will do the following checks:

Castle Donington College will 'discuss', via email, pupils who are deemed most at risk and who have allocated social workers at least weekly and other vulnerable children at least fortnightly; any concerns will be fed back to members of staff who may also be involved via CPOMS. When using email, staff must take particular care that they follow the usual data protection protocols around the dissemination of sensitive information.

Castle Donington College is committed to ensuring the safety and wellbeing of all its pupils. Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive pastoral-type support in College, they should ensure that the concern is logged in detail on CPOMS and that the pupil is allocated to the case load of the relevant member of the Safeguarding Team.

Details of this plan must be recorded on CPOMS, as should a record of any issues relating to the pupil.

Actions following the logging of the case can include:

- remote contact,
- phone contact - for those at most significant risk, allocated DSLs should seek to phone home (where appropriate) on a regular basis during school closures and where concerns remain high, DSLs could consider (paired) home visits – in discussion with Social Care and with due regard to risk.
- door-step visits - prior to any home visits being made, contact should be made with social care initially – ideally a named social worker where possible – Castle Donington College will share any concerns, especially if there is specific information about significant risks these pupils may face.

All individualised contact methods should be considered and recorded on CPOMS. Castle Donington College and its Safeguarding Team will work closely with all stakeholders to maximise the effectiveness of any safeguarding plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

In all circumstances where a vulnerable child does not take up their place at College, or discontinues, the designated member of the Safeguarding Team will notify their social worker.

If a home visit is made, DSLs should not enter the home, in case of possible infection, but ask to see the pupil at the door. Please let parents of these pupils know that you will be in regular contact during the closure period.

Ensure all discussions at SLT Level, with other staff, phone calls to families and any home visits are logged on CPOMS.

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

5. Designated Safeguarding Lead

The optimal scenario is to have a trained DSL (or deputy) available on site.

Where a trained DSL (or deputy) is not on site, the Principal will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS 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 College.

It is important that all College staff and volunteers have access to a trained DSL (or deputy) (either the Vice Principal or Assistant Principal or the Safeguarding Team via email safeguarding@cdcollge.uk or via CPOMS)

On each day 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.

Information on any pupil must be recorded on CPOMS.

6. Reporting a concern

Where staff have a concern about a pupil, they should continue to follow the process outlined in the College Child Protection/Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Principal and the pupil's Head of Year. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school:

- We recognise that pupils cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the College's safeguarding arrangements. If it becomes necessary to consult outside the College, they should speak in the first instance, to the Local Authority Designated Officer:

Mark Goddard Kim Taylor	Tel: 0116 305 7597 Tel: 0116 305 5641
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- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.
- Whistle-blowing re the Principal should be made to the Chair of the Governing Board:
rwykes@cdcollege.uk

7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are 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 refresher training.

All existing College staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019).

The DSL should communicate with 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 Castle Donington College they will continue to be provided with a safeguarding induction; **this includes any staff brought in for holiday provision.**

7.1 Where staff are deployed from another educational setting

Castle Donington College will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:

- the individual has been subject to an enhanced DBS and children's barred list check

- there are no known concerns about the individual’s suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual
- Castle Donington College should seek assurance from the member of staff’s employer that s/he has received appropriate safeguarding training.

7.2 Where the College uses external providers for holiday provision

Castle Donington College will ensure that all staff who undertake holiday provision have appropriate safeguarding checks and are recorded on the Single Central Register. The onus is on the external provider to provide Castle Donington College with a copy of the checks undertaken on their employees. Where this is not forthcoming, Castle Donington College will not admit these staff into the College.

Safeguarding checks will include the following for anyone working for an external agency:

- Name; Agency Name; Date(s) worked in school; Agency Confirmation of relevant checks - Date received; Photo ID - Document Type Seen; Enhanced DBS Certificate - Date seen in school; Barred List Check - Date confirmed by agency; Prohibition from Teaching Check - Date confirmed by agency; Qualifications Check - Date confirmed by agency; Overseas Check - Date confirmed by agency; EEA Sanctions Check - Date confirmed by agency; Right to Work - Date confirmed by agency; Confirmation person presenting is the person the agency has completed checks for; Person checking the agency's confirmation.

Upon arrival, all staff from outside will be given a copy of the receiving setting’s child protection policy, confirmation of local processes and confirmation of DSL arrangements.

8. Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children. When recruiting new staff, Castle Donington College will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, 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.

Where Castle Donington College are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Castle Donington College will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCS²IE.

² <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Castle Donington College will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that the College is aware, on any given day, which staff/volunteers will be in the College, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, Castle Donington College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Safeguarding checks will include the following for anyone volunteering and in regulated activity:

- Name; start date; address; D.O.B; photo I.D; Enhanced DBS Check - Date Completed; Barred List Check - Date Completed; Enhanced DBS Certificate - Date of certificate; Enhanced DBS (and Barred List) Certificate - Date seen; Enhanced DBS Certificate - Seen by (name of staff member)

9. Online safety in schools and colleges

Castle Donington College will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in College, appropriate supervision will be in place.

10. Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a pupil may be at risk. Any such concerns should be dealt with as per the Safeguarding/Child Protection policy and where appropriate referrals should 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 code of conduct:

'Guidance for Safer Working Practice for those who work with Children and Young People in Education Settings' (October 2019)

Castle Donington College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Castle Donington College will signpost age appropriate practical support to parents and include links to Childline, NSPCC, UK Safer Internet Centre and CEOP. The College will update websites with any new information for parents/carers/pupils.

Any incidents of on-line bullying or any behavioural issues that College becomes aware of, will be dealt with under the Castle Donington College Behaviour and Exclusions Policy; these will be recorded on Go4Schools or CPOMS as appropriate.

Listed below are requirements when delivering virtual lessons:

- webcams should not be used and are **not** approved by Castle Donington College
- No one to one lessons, groups only. Where possible, a parent/carer must be present for pupils under the age of 18.
- All tuition will take place on Microsoft 'Teams' or other approved providers which must be agreed by the Senior Leadership Team; contact via email
- Staff and pupils 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 will be recorded so that if any issues 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 should record, the length, time, date and attendance of any sessions held.

If parents have any concerns about on-line lessons they should contact the Principal.

The College will share safeguarding messages on its website and social media pages.

11. Mental Health and Wellbeing

11.1 Supporting pupils not in College

Castle Donington College recognises that the College is a protective factor for pupils, and the current circumstances, can affect the mental health of pupils, their parents/carers and staff working within the institution.

Teachers at Castle Donington College are aware of this in setting expectations of pupil work where they are at home. Castle Donington College 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. Any concern will be recorded on CPOMS.

11.2 Supporting pupils in College

Castle Donington College is committed to ensuring the safety and wellbeing of all its pupils. The College will continue to be a safe space for all pupils to attend and flourish.

The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Castle Donington College will refer to the Government guidance for education and childcare settings on how to implement social distancing³ and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Castle Donington College will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. Any concern should be recorded on CPOMS.

Where there are concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – guidance should be sought from:

Tim Sutcliffe
BA (Hons) QTS NPQH
C.E.O Symphony Learning Trust
www.symphonylearningtrust.co.uk

12. Peer on Peer Abuse

Castle Donington College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where the College receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding/Child Protection Policy.

The College will listen and work with the pupil, parents/carers and any multiagency partner required to ensure the safety and security of that pupil. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

³ <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>