



## **Temporary Policy Addendum:**

COVID-19 college arrangements for Safeguarding at Valley College.

This Policy addendum is effective from 5<sup>th</sup> January 2020 – 12<sup>th</sup> February 2021

## **Context**

To support public health efforts during the national lockdown announced by the Prime Minister on the 5<sup>th</sup> January 2021, Primary, secondary, alternative provision and special schools/colleges were required to remain open to vulnerable children and young people and the children of [critical workers](#) only. All other learners should not attend and should learn remotely until February half-term. Learners who are self-isolating should not attend school/college. Clinically extremely vulnerable learners are also advised not to attend college.

From 5<sup>th</sup> January 2020 advocates were asked to keep their young person at home, wherever possible, and for schools/specialist colleges to remain open only for those young people of workers critical to the COVID-19 response - who absolutely need to attend.

Schools/specialist colleges and all childcare providers were asked to provide care for a limited number of young people - those who are vulnerable, and whose parents/advocates are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Valley College Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

Valley College is currently in a Tier 4 area.

## **Key contacts**

Remain as per the College Safeguarding Policy.

## **Vulnerable children and young people**

Vulnerable children and young people 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 full-time 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

- others at the provider and local authority's discretion including pupils and learners who need to attend to receive support or manage risks to their mental health.

Eligibility for free meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead know who our most vulnerable learners are. They have the flexibility to offer a place to those on the edge of receiving social care support.

Valley College will continue to work with and support learner's social workers to help protect vulnerable young adults.

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

Where advocates are concerned about the risk of the learner contracting COVID19, Valley College or the social worker will talk through these anxieties with the learner/advocate following the advice set out by Public Health England.

### **Critical workers**

Advocates whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors are outlined in the [critical workers](#) sections.

### **Attendance monitoring**

All learners who are not expected to be in college during the weeks of the national lockdown, should be recorded as 'code X'.

Learners for whom on-site provision is being provided should be recorded in line with the normal attendance requirements.

Shielding advice is currently in place in tier 4 areas, and so all learners still deemed clinically extremely vulnerable are advised not to attend college.

Valley College will follow up with any advocate who has arranged care for their young person, and the learner subsequently does not attend.

Phone calls will be made to the advocates in these circumstances.

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

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

### **Designated Safeguarding Lead**

Valley College School has 3 Designated Safeguarding Leads (DSL)

**The Designated Safeguarding Leads are:** Mrs Louise Parrish  
Ms Eileen Melling  
Ms Sue Johnson

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 the online recording system, Schoolpod and liaising with the offsite DSL and as required, liaising with adult social care.

Valley College staff and volunteers will have access to a trained DSL.

The DSL will continue to engage with social workers, and attend any relevant meetings, which can be done remotely.

### **Reporting a concern**

Where staff have a concern about a learner, they should continue to follow the process outlined in the college Safeguarding Policy, this includes making a report via Schoolpod, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern on Schoolpod and alert the DSL using the contacts outlined in the college safeguarding policy.

In the unlikely event that a member of staff cannot access schoolpod from home, they should email the Designated Safeguarding Lead, Executive Principal and Head of College. 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 a learner in the college, they should use a pink form to report the concern to the Head of College.

If there is a requirement to make a notification to the Head of College whilst away from college, this should be done verbally over the phone and followed up with an email to the Head of College to confirm the discussion.

Concerns around the Head of Colleger should be directed to the Chair of Directors.

The Sea View Trust will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

All existing college staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a learner.

Where new staff are recruited, or new volunteers enter Valley College, they will continue to be provided with a safeguarding induction via Tor View School, from where staff are seconded to work within college.

For movement within the Trust, schools should seek assurance from the appropriate HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the college Safeguarding policy, confirmation of local processes and confirmation of DSL arrangements.

### **Safer recruitment/volunteers and movement of staff**

All recruitment of staff is conducted via Tor View School, and staff seconded to work within Valley College. Tor View School will continue to follow the relevant safer recruitment processes for the school and college settings.

If staff are deployed from another education workforce setting to our college, account will be taken of the DfE supplementary guidance on safeguarding 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
- there are no known concerns about the individual's suitability to work with vulnerable adults
- there is no ongoing disciplinary investigation relating to that individual

Where Valley College are utilising volunteers, under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Valley 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 KCSIE.

Valley College will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that appropriate staff/volunteer checks have been carried out, especially for anyone engaging in regulated activity.

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

## **Volunteers**

Valley College may use volunteers to assist in handing out and securing COVID-19 test kits to learners and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Valley College, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the college will follow safer recruitment processes.

## **Online safety in schools and colleges**

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

Where learners are using computers in college, appropriate supervision will be in place.

## **Online safety away from school and college**

It is important that all staff who interact with learners, including online, continue to look out for signs a learner may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy and where appropriate referrals should still be made to adult social care and as required, the police.

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

Valley 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 to consider IF there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and learners 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 with consent, 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

### **Supporting learners not in college**

Valley College is committed to ensuring the safety and wellbeing of all learners.

Lecturers will make weekly contact with the learner/advocate and record this on the contact log on SchoolPod and the record of contact spreadsheet.

The college will share relevant safeguarding messages on its website and Facebook pages.

Valley College recognises that college is a protective factor for some learners, and the current circumstances, can affect the mental health of learners and their advocates.

Lecturers at Valley College need to be aware of this in setting expectations of work where they are at home.

### **Supporting learners in college**

Valley College is committed to ensuring the safety and wellbeing of all its learners.

The Head of College in liaison with the Executive Principal will ensure that appropriate staff are on site and staff to learner ratio numbers are appropriate, to maximise safety.

Valley College 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 spread of COVID19.

Valley College will ensure that where we care for learners of critical workers and vulnerable learners on site, we ensure appropriate support is in place for them.

Where Valley College has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust.

### **Peer on Peer Abuse**

Valley College recognises that during the lockdown restrictions 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, they will follow the principles outlined within the Safeguarding Policy.

The college will listen and work with the young person, advocates and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on SchoolPod and appropriate referrals made.

### **Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) Central Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

	<b>Name/Initials:</b>	<b>Date:</b>
<b>Written By:</b>	SJ	Jan 2020
<b>Reviewed:</b>		