Annex to Bilborough Safeguarding Policy

Child protection during the COVID-19 measures

Annex to Bilborough Safeguarding Policy – Version 1.0 – 21/4/2020

Child protection during the COVID-19 measures

Context

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Safeguarding policy sets out details of our safeguarding arrangements for:

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Version control and dissemination

This is version 1.0 of this annex. It will be reviewed by our safeguarding team on a two weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the college website, policies here [Link] and is made available to staff by email initially. A copy of updated versions will be placed on the OneDrive

We will ensure that on any given day all staff and volunteers (if any), whether in attendance or working remotely, will be aware of who the safeguarding team are and how staff and volunteers can to speak to them.

Safeguarding priority

During these challenging times the safeguarding of all students of Bilborough College – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of students continue to come first
- if anyone in our college has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or other safeguarding team members will always be available.
- no unsuitable people will be allowed to gain access to students
- students should continue to be protected when they are online.

Current college position

We currently have no students or staff on site. All college business and all student teaching and learning is carried out remotely.

If we find ourselves in a position where staff and volunteers attend on site from outside of our college, they will complete an induction to ensure they are aware of safeguarding risks and know how to act if they have concerns.

Safeguarding partners' advice

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children 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. The current advice is below.

All three safeguarding partners continue to take referrals. Staff should continue to make referrals In the first instance through Helen Ginns-Farrow (Welfare and Safeguarding Officer) and Michelle Harvey (Director of Student Support, Designated Safeguarding Lead), who will make either telephone a referral or complete the appropriate online form to either Derbyshire, Derby City, Nottinghamshire or Nottingham City. Appendices

Roles and responsibilities

The roles and responsibilities for safeguarding in our college remain in line with our Safeguarding Policy.

On our return to college at least one member of the safeguarding team will be available on site during the college day. Whilst we are not on site, we will:

- have a trained Safeguarding Officer available by phone and/or online video; or
- ensure we have access to a trained DSL from another school or college by phone and/or online video. Nicola Martin, Assistant Principal and DSL at Gateway and Sujata Smith, Director of Progress & Inclusion / DSL at Nuneaton, contact details below

Where our Safeguarding Officers cannot be on site, and they are not available remotely, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site. The senior leader with responsibility is David Shaw, Principal of Bilborough College.

The designated safeguarding lead (DSL) for child protection is Michelle Harvey

Contact details: email: michelle.harvey@bilborough.ac.uk

tel: 0115 851 5000 Ext 1056

Deputy Safeguarding Officer
Contact details: email: helen.ginns-farrow@bilborough.ac.uk

Other Safeguarding Officers include;

tel: 0115 851 5000 Ext 2016

Contact details: email: Monique.norcliffe@bilborough.ac.uk

tel: 0115 851 5000 Ext 1065

Contact details: email: james.quested@bilborough.ac.uk

tel: 0115 851 5000 Ext 3204

Contact details: email: simon.holland@bilborough.ac.uk

tel: 0115 851 5000 Ext 1278

If contacts above are not available
David Shaw, Principal at Bilborough College email: david.shaw@bilborough.ac.uk

New COVID-19 Safeguarding Network Established
Nicola Martin, Assistant Principal and DSL at Gateway tel: 07442-503092

Vulnerable students

Vulnerable students include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Those who have a social worker include students who have a child protection plan and those who are looked after by the local authority. A student 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.

There is an expectation that vulnerable students who have a social worker will attend college, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend college, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they 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 young people with EHC plans can safely remain at home.

We will encourage our vulnerable students to attend college, including remotely if needed.

Senior leaders in our college, especially the safeguarding officers know who our most vulnerable students are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with student's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after students.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Staff will be aware of this in setting expectations of students working whilst they are at home.

Our staff and volunteers will be aware of the mental health of students and their parents and carers and will contact a member of the safeguarding team if they have any concerns.

Attendance

Where a student is expected to make contact with college and fails to do so, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, a member of the safeguarding team will be informed.

The safeguarding officer will attempt to contact the parents through various methods, such as telephone, FaceTime, Skype or by contacting a relative in the first instance. If contact cannot be made or if the safeguarding officers deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff the family are not put at risk.

Where a vulnerable student does not take up their place, we will notify their social worker. No one currently falls in to this category.

Reporting concerns about student or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our safeguarding procedures as detailed in our safeguarding policy and advise a safeguarding officer of any concerns they have about any student, this includes times of remote learning, when the student is working from home.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that students may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our college are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff please refer to the safeguarding Policy, appendix D LINK .

Staff training and induction

For the duration of the COVID-19 measures, our DSL and other safeguarding officers are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and safeguarding officers will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with students.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's and young people's workforce or gain access to children and young people.

When recruiting new staff, we will continue to follow our Safer Recruitment policy.

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness, Hannah Reeves, HR Officer.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Safeguarding Policy, which can be accessed here LINK

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support staff and students.

Our staff will follow the process for online safety set out in the appendices of the Safeguarding Policy, the esafety policy LINK

Staff who interact with students online will continue to look out for signs a student may be at risk. If a staff member is concerned about a student, that staff member will follow the approach set out in this annex and report that concern to the DSL or safeguarding officer.

GUIDELINES TO STAFF INTERACTING LIVE ONLINE WITH STUDENTS DURING REMOTE WORKING

Remote working creates a set of new challenges for staff and students at Bilborough College. These guidelines are designed to instruct staff what is and is not permitted with regard to online interaction.

Video: Live streamed video lessons or chats are not allowed

Bilborough College does not allow the 'live-streaming of lessons for a number of reasons. Firstly, it creates inequalities due to the fact that students have different levels of access to remote technologies at home, some may be sharing laptops, others have insufficient wifi capabilities and other methods of lesson delivery (pre-recorded videos / narrated PowerPoints / etc.) are much more effective. Secondly, it brings with it a wide range of safeguarding issues related to insecure platforms, ability to capture and use captured images inappropriately, scope for inappropriate and / or unnecessary contact and other issues. Finally, when teachers are engaged in home working, they may have other responsibilities (e.g. for dependents) which means that that cannot be sure that they will be available to work at a specific, pre-arranged time.

Audio: Live audio sessions can happen in certain circumstances

Bilborough College does recognise a small number of situations where live audio interactions may be beneficial. These are specifically…

a. MFL language assistant sessions

b. Small group 'subject support' sessions to clarify written email instructions and / or explanations where students are unable to complete the work as they don't understand it. These will be offered at specific pre-arranged times and not last more than 30 minutes.

These types of interaction are permitted provided staff follow the guidelines. **Please note that there is no direction to use live audio at all and it is purely an option for anyone who would find it useful.**

Guidelines for staff: Live audio sessions

In many ways, these are similar to phone calls which many staff will be familiar with making to students. The difference is that these will largely be group sessions. It is essential you follow the guidelines below

- **Only use Microsoft Teams for these meetings.** All staff and students are contacts on teams and therefore this avoids the need for the use of personal email addresses. Students should be encouraged to download the MS Teams app (on phones or laptops) for better functionality.
- **Encourage students to use the text chat function to ask/answer questions.** Students may have a microphone, but they may not. It can also become quite chaotic with multiple voice participants!
- **Only accept live audio sessions for pre-arranged times.** This makes the interactions more official and traceable
- **DO NOT use video features on these calls – only audio.** You don't need to see what they are doing/wearing or where they are.
- **DO NOT accept incoming calls.** Only the teacher can call people into groups following student requests.
- **DO NOT record the sessions** – these are support sessions, not lessons and so do not need to be stored.

Guidelines for students: Live audio sessions

- **All live audio meetings should be accessed via your college e-mail** using Microsoft Teams rather than a personal e-mail.
- **You must not turn on video for these sessions**
- **Staff should not be contacted on audio channels on Microsoft Teams outside of agreed meeting times.** You can use email or chat if you wish to contact your teacher.
- **By joining a Microsoft Teams meeting hosted by a teacher you are accepting the terms outlined above.**
- **If you have any concerns or questions** regarding the use of live audio, please contact your tutor or teacher. If the concern relates to how a teacher or tutor is using this facility, please contact Michelle Harvey.

Accessibility considerations

Bear in mind that not all students will have a device that will support live conferencing, so this won't reach everyone. Also, students may be sharing devices with other family members and so may not available at a specific time to take part. The limitations of bandwidth of home WiFi will also mean that multiple simultaneous users could make live streaming tricky.

Review of arrangements

These guidelines will be reviewed after each of the first 2 weeks of use and then subsequently every 6 weeks in the first instance. If they are not working as planned they will be modified or potentially this type of working will not be permitted.

These guidelines should also be read alongside the Bilborough College - Acceptable Use of IT Policy and the E-Safety Policy.

New children at the school

If we find ourselves in the position where students are joining our school from other settings. We will seek from those settings the relevant welfare and child protection information. This is relevant for all students that join us, but it will be especially important where young people are vulnerable.

For vulnerable students we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that student's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the young person's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a student arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (safeguarding officer) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for young people with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our college senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

Supporting young people not in school

Where the DSL has identified a young person to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

<u>**Appendices**</u>

Contacts and referrals

Nottinghamshire Childrens Services - MASH 0300 500 8090 /0115 8764800 (county)

https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child

Nottingham Childrens services - 0115 876 4800 /0115 876 5600 (city)

Derby Childrens Services - 01332 641172 (professionals consultation line 07812300329)

Derbyshire Childrens services - 01629 533190 (01629 535353 professional consultation line) (referrals online starting point)

https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx

LADO - Nottingham and Nottinghamshire

Managing Allegations and concerns by adults who work or volunteer with children

Strategic issues

- Hazel McKibbin, Service Manager, Safeguarding Children (Strategic) and LADO, telephone: 0115 9773921

Referrals

- Helen Atherton - Non-education, telephone: 0115 8041272
- Eva Callaghan - Schools, FE Colleges and Early Years (including nurseries and childminders), telephone: 0115 8041272.

Derby Local Authority Designated Officer (***LADO***) on 01332 642376
Derbyshire LADO contact 01629 533190.

EHCP current contact for 1x student

Cheryl Gray, Team Leader Sensory & Physical Team, Inclusive Education Service, Dragon Court,

1 Woolsthorpe Close, Bilborough,NG3 1BP.

 Mobile: 07985300147, Office: 0115 8765340

Email: Cheryl.gray@nottinghamcity.gov.uk