



**BILBOROUGH**  
SIXTH FORM COLLEGE

# **Annex to Bilborough College's Safeguarding Policy**

Version 2: 31/08/2020

Lead Responsible: Michelle Harvey – Director of Student Support Services



## **Child protection during the COVID-19 measures**

### **Context**

This annex applies during the period of a blended learning return following school closure due to COVID-19.

This policy sets out changes to our normal safeguarding 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 safeguarding policy continues to apply.

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 regular 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 are currently in a period of blended learning return following college closure due to COVID-19. As from 3<sup>rd</sup> September, for a three-week period, there will be a limited number (50%) of YR12 and YR13 students on site at any time. After the three-week period, this will be reviewed, our expectation is that all students will return to college to learn.*

We are not inviting in staff or volunteers to attend on site from outside of our college. If they need to do so, 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 a telephone 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.

During this period of blended learning return to college all members of the safeguarding team will be available on site during the college day (as per COVID19 Operating Procedures). If there is only one member of the safeguarding team on site, we will:

- have a second 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](mailto:michelle.harvey@bilborough.ac.uk)

tel: 0115 851 5000 Ext 1056

**Deputy Safeguarding Officer**

Contact details: email: [helen.ginns-farrow@bilborough.ac.uk](mailto:helen.ginns-farrow@bilborough.ac.uk)

**Other Safeguarding Officers include;**

tel: 0115 851 5000 Ext 2016

Contact details: email: [Monique.norcliffe@bilborough.ac.uk](mailto:Monique.norcliffe@bilborough.ac.uk)

tel: 0115 851 5000 Ext 1065

Contact details: email: [james.quested@bilborough.ac.uk](mailto:james.quested@bilborough.ac.uk)

tel: 0115 851 5000 Ext 3204

Contact details: email: [emma.collins@bilborough.ac.uk](mailto:emma.collins@bilborough.ac.uk)

Tel: 0115 8515000 Ext 2067

Contact details email: [Helen.smith@bilborough.ac.uk](mailto:Helen.smith@bilborough.ac.uk)

Tel: 0115 8515000 Ext 2040

If contacts above are not available

David Shaw, Principal at Bilborough College email: [david.shaw@bilborough.ac.uk](mailto:david.shaw@bilborough.ac.uk)

**New COVID-19 Safeguarding Network Established**

Nicola Martin, Assistant Principal and DSL at Gateway tel: 07442-503092

Sujata Smith, Director of Progress & Inclusion / DSL at Nuneaton tel: 02476 328231 Ext.7343

## **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 by the local authority and parents who decide whether it is safe for them to attend college. Many young people with EHC plans can safely attend college, [see Easy Read Shielding guide](#) .

We will encourage our vulnerable students to attend college, including the period of blended learning and eventual full return.

Senior leaders in our college, especially the safeguarding officers know who our most vulnerable students are, including 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, meetings will take place remotely.

### **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 student's work.

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**

We will continue to 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, email 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.

### **Increased vulnerability health**

During the blended re-opening students and parents are invited to read [see Easy Read Shielding guide](#) students with a health condition are advised to contact Michelle Harvey Director of Student Services if they believe for any reason they should still be shielding.

### **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 blended learning and beyond, when the student is working from home and working in college.

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.

## **Staff training and induction**

For the duration of the COVID-19 measures, our DSL and other safeguarding officers will receive their refresher training online. 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 2020. 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 131 of Keeping Children Safe in Education 2020. 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 whilst working remotely and the correct procedures will be followed.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Safeguarding Policy.

## **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 appendix 7 of the Safeguarding Policy, the esafety policy.

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**

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There will be times where you will need to make use of online video conferencing tools to maintain direct contact with your students. They can be really invaluable at a time like this. There are some potential pitfalls though, and this guidance is intended to keep you and your students safe online.

Please refer in the first instance to the Social Media Policy and Acceptable Use of IT Policy.

### Safeguarding yourself and your students

- DO use channels which are provided by the college e.g. Teams, Moodle where students are identified and secured by their college email or login
- DON'T ask students to join conferences where they have to use their private email or contact details
- DO use the video facilities to allow your students to see you if you would like to.
- Do blur or use an alternative background if you are home
- DO record your conference (and let participants know that you are about to do this) – it acts a safeguarding measure for staff and students.
- DON'T share your recorded conference with anyone – just keep it for 30 days for safeguarding reasons. Students may not want their contributions to be re-circulated.
- DO allow students to turn on their video cameras but only if they have also blurred their back grounds and if they want to do so.
- DON'T tell any student they must turn on their camera – this is optional and most will manage fine with audio and text.
- DO 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!

If you want to use live video conferencing with your students, you should set out some agreed 'rules' first:

- Students should be respectful of other users in the language that they use and in their onscreen behaviour (i.e. not behave inappropriately)
- You should warn them before you start that you will record the interaction
- You should make students aware that you will remove a student from the session if you believe a student's behaviour is inappropriate.

### Accessibility considerations

- Remote learning should be available to all students on platforms they are used to using. Bear in mind that not all students will have a device that will support live conferencing, so you shouldn't rely on this as your sole mode of delivery.
- Also bear in mind that students may be sharing devices with other family members and so may not be available at a specific time to take part. The limitations of bandwidth of home Wi-Fi will also mean that multiple simultaneous users could make live streaming tricky.

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### **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.

## **Appendices**

### **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.

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



## **Contacts and referrals**

Nottinghamshire Children's 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 Children's services - 0115 876 4800 /0115 876 5600 (city)

Derby Children's Services - 01332 641172 (professional's consultation line 07812300329)

Derbyshire Children's 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](mailto:Cheryl.gray@nottinghamcity.gov.uk)