

**Temporary Policy Annex:**

Covid19 college closure arrangements for Safeguarding Policy at  
Bilborough College

This Policy annex is effective from 8th March 2021

Bilborough College:

Policy owner: Michelle Harvey

Date: 9<sup>th</sup> March 2021

Date shared with staff: 10<sup>th</sup> March

## Context

On Monday 22<sup>nd</sup> February 2021, The Prime Minister announced the government’s roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all students should attend college.

Bilborough College will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).<sup>1</sup>

We will ensure that where we care for students on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We 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 coronavirus.

This annex of the Bilborough College Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

## **Key contacts**

Remain as per the College Safeguarding Policy.

## **Vulnerable Young People**

Vulnerable young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989<sup>2</sup>, 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:
  - 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 students who need to attend to receive support or manage risks to their mental health.

Bilborough College will continue to work with and support young people's social workers to help protect vulnerable students. This includes working with and supporting young people's social workers for looked-after and previously looked-after children. The lead person for this will be: Helen Ginns-Farrow, in the first instance and Michelle Harvey if she is not available.

In circumstances where a parent is hesitant about or does not want to bring their young person to an education setting, and the young person is considered vulnerable, the social worker and Bilborough College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the young person contracting Covid19, Bilborough College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Bilborough College will encourage all students to attend a college.

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<sup>2</sup> <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

## Attendance monitoring

We expect all students to attend college.

Covid19 related reasons should be reported via the Covid19 absence line on **0115 851 5829** or email **[Covid19absence@bilborough.ac.uk](mailto:Covid19absence@bilborough.ac.uk)**. We expect students, parents or carers to make contact and make us aware of the status of any Covid19 tests that have become necessary and to update the college on the welfare of the student.

For all other absences, students, parents or carers are expected to contact the college using the preferred method of student advantage, if this is not possible then telephone or email, on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)<sup>3</sup> for all students.

A small number of students will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (Covid19)

The advice for students who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend college while shielding advice applies nationally.

For students self-isolating or quarantining or shielding – we will use code 'I', this will be overridden with a 'Z' by teachers to register remote lesson attendance.

In compliance with the Remote Education, Temporary Continuity Direction<sup>4</sup> will provide remote education to students who are unable to attend college because they are complying with government guidance or legislation around coronavirus (Covid19).

Also, we will offer pastoral support to students who are:

- self-isolating
- shielding
- vulnerable (and off-college)

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<sup>3</sup> <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

<sup>4</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/923539/Remote\\_Education\\_Temporary\\_Continuity\\_Direction\\_-\\_Explanatory\\_Note.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf)

Where students are not able to attend college, as they are following clinical or public health advice related to coronavirus (Covid19), the absence will not be penalised.

### **Reporting a concern**

Where staff have a concern about a young person, they should continue to follow the process outlined in the Safeguarding Policy, this includes making a report on as “S-form”, which can be done remotely.

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

Where staff are concerned about an adult working with students in the college, they should report the concern to Michelle Harvey (DSL) or David Shaw (Principal).

### **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 will communicate with staff any new local arrangements, so they know what to do if they are worried about a young person.

Where new staff are recruited, or new volunteers enter Bilborough College, they will continue to be provided with a safeguarding induction.

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

When recruiting new staff, Bilborough 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 (2020) (as amended, Jan 2021).

Where Bilborough 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 in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.<sup>5</sup>

### **Volunteers**

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.

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<sup>5</sup> Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

Volunteers who are un-supervised, engaging in regulated activity, will 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 young people.

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

### **Young people and online safety away from college**

It is important that all staff who interact with students, including online, continue to look out for signs a young person 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 children's social care and as required, the police.

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

Bilborough 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 remote lessons, especially where webcams are involved:

#### Safeguarding yourself and your students

- DO use channels that 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). Alternatively, you team up with another member of staff, who will log into the lesson and remain in the background – both act as a safeguarding measure for staff and students, the latter means that any recording can be accessed by students to support their learning.
- DON'T share your recorded conference with anyone if recorded for safeguarding purposes – the recording is kept by Microsoft Teams for 20 days for safeguarding reasons and this can't be edited.

- DO allow/encourage students to turn on their video cameras but only if they have also blurred their backgrounds 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 **NOT** record live lessons.
- Students should **NOT** share any recordings of live lessons – strictly no onward sharing.
- Students should **NOT** download a copy of the live lesson.
- 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. If you identify a student who does not have a device to enable them to access live conferencing, or a student who is sharing with other siblings, please make Helen Ginns-Farrow or Michelle Harvey aware, and they will arrange for a college laptop loan
- Also bear in mind that students may have limitations of bandwidth of home Wi-Fi, this will mean multiple simultaneous users could make live streaming tricky.

#### **Supporting young people not in college as they are following clinical or public health advice related to coronavirus (Covid19)**

Bilborough College is committed to ensuring the safety and wellbeing of all its young people.

Where the DSL has identified a young person to be on the edge of social care support, or who would normally receive pastoral-type support in college, they should ensure that a robust communication plan is in place for that young person.

Details of this plan must be recorded on an "S-form", as should a record of contact made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Bilborough College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

Bilborough College recognises that college is a protective factor for young people, and the current circumstances, can affect the mental health of students and their parents/carers.

Teachers at Bilborough College need to be aware of this in setting expectations of students' work where they are at home.

### **Supporting young people in college**

Bilborough College is committed to ensuring the safety and wellbeing of all its students.

Bilborough College will continue to be a safe space for all young people to attend and flourish.

Bilborough College will refer to the Government guidance for education and childcare settings on how to implement social distancing<sup>6</sup> and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid19.

Bilborough College will ensure that where we care for young people of critical workers and vulnerable young people on site, we ensure appropriate support is in place for them. This will be bespoke to each young person and recorded on an "S-form".

Bilborough College will ensure that appropriate support is offered to all students with respect to their mental health.

### **Contingency planning**

Bilborough College will ensure that for individuals or groups of self-isolating students and students who are shielding, we follow government guidance related to coronavirus (Covid19), remote education plans.

Bilborough College will continue to operate as normally as possible. In the event that restrictions in college are needed to help contain the spread of the virus, we will refer to the contingency framework<sup>7</sup>, which has been updated and outlines how colleges should operate in the event of any restrictions.

The Director of Safeguarding, Designated Safeguarding Deputies and Officers will;

- support staff and students with new safeguarding and welfare concerns
- handle referrals to children's social care and other agencies where appropriate.

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<sup>6</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

<sup>7</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>