

### Covid -19 Safeguarding policy Addendum

#### Document Control

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#### Change History

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1	March 2020	Created	JB
2	June 2020	Updated Section 4 and Section 9	JB
3	August 2020	General update in line with Government guidance	JB

<b>Principal</b>	Sign Date:	&	<i>Lorraine Atkins</i> 31 <sup>st</sup> August 2020
<b>Safeguarding Director</b>	Sign Date:	&	<i>Charlie Freer</i> 31 <sup>st</sup> August 2020

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## 1. Key Contacts

### Key Contact list for Safeguarding in Padworth College

	Name and Title	Email and contact phone numbers
Designated Safeguarding Lead	Lorraine Atkins Principal	<a href="mailto:principal@padworth.com">principal@padworth.com</a> 07597119765 0118 983 2644
Deputy Designated Safeguarding Lead	Siobhan Hind Boarding	<a href="mailto:Siobhan.hind@padworth.com">Siobhan.hind@padworth.com</a> 0118 983 2644
Deputy Designated Safeguarding Lead	Mike Colville Director of Studies	<a href="mailto:dos@padworth.com">dos@padworth.com</a> 0118 983 2644
Deputy Designated Safeguarding Lead	Deryn Colville Book keeper	<a href="mailto:deryn.colville@padworth.com">deryn.colville@padworth.com</a> 0118 983 2644
Safeguarding Director	Charlie Freer Director	<a href="mailto:charlie.freer@padworth.com">charlie.freer@padworth.com</a> 0118 983 2644

### Key Contacts within the Local Authority

Pan Berkshire Safeguarding Procedures: <http://berks.proceduresonline.com/>

	Name	Address	Telephone contact	Email
Contact, Advice & Assessment Service (CAAS)	Duty Social worker	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	Professionals only contact number: 01635 503190  Parents only Contact number: 01635 503090	<a href="mailto:child@westberks.gov.uk">child@westberks.gov.uk</a>

			or Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	
Prevent Officer Thames Valley Police	Prevent officer	Reading Police Station Castle Street Reading RG1 7TH	07788 307 178	<a href="mailto:Preventreferrals@thamesvalley.pnn.police.uk">Preventreferrals@thamesvalley.pnn.police.uk</a>
Building communities together Team Manager and PREVENT Lead, WBC	Susan Powell	Council Offices Market St Newbury	(01635) 264703   07881 856801	<a href="mailto:susan.powell@westberks.gov.uk">susan.powell@westberks.gov.uk</a>  <a href="http://www.westberks.gov.uk">www.westberks.gov.uk</a>
Service manager for early years, vulnerable learners and families	Axvii Althby	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	01635 519014	<a href="mailto:AxviiAlthby@westberks.gov.uk">AxviiAlthby@westberks.gov.uk</a>
Principal Education Welfare Officer, Lead Officer in Education for Safeguarding, and PREVENT Link for Education	Linda Curtis	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	01635 519014	<a href="mailto:Linda.curtis@westberks.gov.uk">Linda.curtis@westberks.gov.uk</a>
Schools Safeguarding Officer	Joan Ball	Council Offices Turnham's Green Park Pincents Lane Tilehurst Reading Berkshire RG31 4UH	01189 167770	<a href="mailto:joan.ball@westberks.gov.uk">joan.ball@westberks.gov.uk</a>

Local Authority Designated Officer <b>Contact can be made via CAAS</b>	Fiona Goussard	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	via CAAS on 01635 503190	<a href="mailto:cpadmin@westberks.gov.uk">cpadmin@westberks.gov.uk</a> or <a href="mailto:cpadmin@westberks.gcsx.gov.uk">cpadmin@westberks.gcsx.gov.uk</a>
Senior Education Welfare Officer,	Sally-Ann Looker	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	01635 519788	<a href="mailto:sal.looker@westberks.gov.uk">sal.looker@westberks.gov.uk</a>
Virtual School Headteacher	Robin Douglas	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	01635 503195	<a href="mailto:Robin.Douglas@westberks.gov.uk">Robin.Douglas@westberks.gov.uk</a>
Exclusions Officer	Roslyn Arthur	Council Offices West Street House West Street Newbury Berkshire RG14 1BD	01635 503409	<a href="mailto:Roslyn.Arthur@westberks.gov.uk">Roslyn.Arthur@westberks.gov.uk</a>

## **2. 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.

From September 2020 students will be expected to return to school

This addendum should be used in conjunction with Padworth College's Safeguarding and Child Protection policy.

## **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/child in need 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.

Those with an EHC plan will be expected to attend school unless they have a health condition which prevents them from attending.

Those children who have been assessed as otherwise vulnerable by education providers or the local authority for example those children who are:

- On the edge of receiving support from children's social care
- Adopted
- At risk of becoming NEET (not in employment education or training)
- Living in temporary accommodation
- Young carers

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.

Padworth 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 Mike Colville



#### 4. Attendance monitoring

We will resume taking our attendance register. We will also continue to submit the Department for Educations daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up their absence with their parents or carers
- Notify a Social Worker if they have one

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details.

**Code Y** (unable to attend due to exceptional circumstances) should be used where a student is:

- isolating
- has an EHCP where their risk assessment says that their needs cannot be safely met in school

*(note whether the absence is due to isolation to help complete the educational setting status form)*

**Code I** should be used where a student is unable to attend due to illness *(note whether the illness involves coronavirus symptoms to help complete the educational setting status form)*

**Code C** (leave of absence authorised by the school) should be used where a student does not attend school, despite being eligible and is not self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school.

#### **Pupils attending other schools.**

**Code D** (dual registered) should be used to indicate that the student is not expected to attend the session in question as they are attending the other school at which they are registered.

**Code B** (off-site educational activity) should be used by the home school for any student they cannot accommodate and who is attending a host school.

*The host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form; schools should put in place arrangements whereby the host school notifies the home school of any absences.*

Where other specific authorised absence and attendance codes are more appropriate, schools may want to use these as usual, for example **Code M** (medical appointment).

## 5. Designated Safeguarding Lead

Padworth College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Lorraine Atkins

The Deputy Designated Safeguarding Leads are: Mike Colville  
Deryn Colville  
Siobhan Hind

**It is important that all College staff and volunteers have access to a trained DSL (or deputy). Staff 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.

Best practice 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 member of the senior leadership team will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection files and liaising with the offsite DSL. If you have children attending from another school, liaising with the DSL from their school, and if required, liaising with children's social workers.

## 6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the College Safeguarding Policy.

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

The school is aware that the number of disclosure from students and the number of concerns from staff are likely to increase with students returning to College.

Where staff are concerned about an adult working with children in the school, they should report immediately to the DSL (Principal)



Concerns around the Headteacher should be directed to the Safeguarding Director : Charlie Freer

DSLs will continue to report concerns to CAAS in the usual way.

During office hours call **01635 503190**

Out of office hours, Emergency Duty Team Tel: **01344 786543**

## 7. Safeguarding Training and induction

Designated Safeguarding Lead training is available via remote learning from the Local authority. The DSL and deputies will make sure that their training is refreshed every two years.

All existing College staff have had safeguarding training and have read part 1 and Annex A 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 child.

Free online Safeguarding training is available for staff.

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

If staff are deployed from another education or children's workforce setting to our school, we 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

Upon arrival, they 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, Padworth 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) (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.

If the 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.

Padworth 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.

Padworth 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.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school 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, Padworth College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 169 in KCSIE 2020.

## **9. Students and online safety.**

Padworth College will continue to provide a safe environment for students including online.

Where students are using computers in school, appropriate supervision will be in place. Staff will continue to be alert to signs that a student may be at risk of harm online, and report any concerns immediately to the DSL.

We will make sure students know how to report any concerns they have back to our College, and signpost them to other sources of support too.

Padworth 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 delivering virtual lessons, especially where webcams are involved:

- Only use online learning platforms once a thorough risk assessment has been completed and you can show that actions have been taken to negate Safeguarding risks, and that additional staff are available to cover these lessons/activities.
- Make sure the platform has sufficient security, use passwords and waiting rooms.
- You must receive permission from parents/carers for their children to be involved.
- Ensure all students have access to the required equipment to access online learning.
- The recording of lessons must be in line with GDPR.
- A code of conduct should be agreed for students and staff online.
- Staff should encourage pupils to place themselves in front of a plain background if possible. This will cut down the possibility of anyone else coming in to view and reduce the possibility of bullying due to their home environments. Or use the “blur background” option if available.
- When emailing students copy in a parent/carer and a member of the senior management team. Only email the student using the student’s College email account.
- Do not use whatsapp to contact students, parents or to have professional discussions with colleagues, it is not GDPR compliant and may blur professional lines. In these circumstances School email addresses should be used.
- Staff should dress appropriately and always use professional language.
- Staff should record, the length, time, date and participation of any sessions held.

All staff at Padworth College should remind themselves of the following policies:

- Staff code of conduct
- ICT/Acceptable use policy
- Social media guidance.

These are available in the All Users are in College Policy folder

### 9.1 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our College is asking children to do online, including what sites they will be using and who they will be interacting with from our College
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our College provides

## 10. Supporting students not in College

Padworth College is committed to ensuring the safety and wellbeing of all of its Children and Young people.

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

Details of this plan must be recorded on the students' file.

The communication plans can include; remote contact, phone contact, and door-step visits (observing social distancing). Other individualised contact methods should be considered and recorded.

## **11. Safeguarding all children**

Padworth College Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in the Safeguarding and Child Protection policy.

Face coverings will be used by staff and students in line with government advice and College policy.

### **11.1 Children returning to school**

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the student returns.

If this is the case for your school include: The DSL (and deputy) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

### **11.2 Students at home**

The College will maintain contact with students who are not yet returning to college. Staff will try to speak directly to student at home to help identify any concerns. They will use school phones and devices to make calls home.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from the student or family

- Seeming more withdrawn during any class check-ins or video calls. The DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

Padworth College recognises that the College is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers need to be aware of this in setting expectations of pupils' work where they are at home.

Padworth 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. This will be bespoke to each child and recorded appropriately.

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

Padworth College will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

Padworth 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.

Padworth 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. This will be bespoke to each child and recorded appropriately.

## **12. Peer on Peer Abuse**

Padworth College recognises that during the partial closure a revised process may have been 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 as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.



Concerns and actions must be recorded, and appropriate referrals made.

**All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.**

**If staff are working from home they will be asked to email confirming the above.**