

## **Addendum to Child Protection and Safeguarding Policy: Covid-19**

**April 2020 – Current Date (as per review dates)**

### **Context**

To support the national and local public health measure the College is committed to ensuring all students and staff are safe whilst they study, work and live as part of our College Community.

From 4<sup>th</sup> January 2020 the students in schools, College and Universities were asked to stay at home wherever possible, and for Colleges to remain open and provide care for only for those children / students of workers critical to the COVID-19 response - who absolutely need to attend and for vulnerable students and cannot be safely cared for and continue their learning at home, see below.

The addendum to the Myerscough Child Protection and Safeguarding Policy contains details of our individual safeguarding arrangements in relation to:

- ◆ Context
- ◆ Vulnerable children and young people
- ◆ Attendance monitoring
- ◆ Designated Safeguarding Lead and designated deputies
- ◆ Safeguarding Reporting
- ◆ Safer recruitment (including volunteers)
- ◆ Safeguarding induction and training
- ◆ Allegations or concerns about members of staff
- ◆ Online Safety
- ◆ Support for students
- ◆ Work Experience and Work Based Learning
- ◆ Residential
- ◆ Peer on peer abuse
- ◆ Domestic Abuse

### **Vulnerable Children and Young People**

The College has followed national guidance for the identification and support requirements for vulnerable students.

The College has put in place specific arrangements by completing risk assessments to assess suitability and vulnerabilities for online and onsite learning of:

- Students with an EHCP
- Students who have a social worker on a child protection plan or deemed as being in need or otherwise meet the definition in section 17 of the Children Act 1989
- Looked after children and care leavers.

The College will support other students who are vulnerable by continually assessing the level of need, identifying support strategies as appropriate.

Senior leaders and other managers, especially the Designated Safeguarding Lead and Head of Inclusive Learning and their teams know who our most vulnerable students are. They have the flexibility to discuss the support required for all students including those on the edge of receiving children and adults social care support.

More students may be added following discussions and contact with students, their families and carers, external support agencies and local authorities and College staff.

Eligibility for free college meals should not be the determining factor in assessing vulnerability.

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 students who need to attend to receive support or manage risks to their mental health.

The College will adopt a consistent and coordinated approach to the assessment and risk management of any student who may be assessed as vulnerable and potentially be attending College sites, completing expected and actual attendance registers in line with attendance monitoring requirements as below.

Myerscough College will continue to work with and support children and adult's social workers to help protect vulnerable students. This includes working with and supporting social workers and the local

authorities virtual school heads/ teams for looked after and care leavers. The lead person for this will be Lisa Hartley who will work closely with the pastoral, safeguarding support and inclusive learning teams.

Each of these students has an individual plan with other agencies involved where involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After Children.

### Critical Workers

Parents or carers 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 outlined in national guidance. The College Health and Safety Advisory will provide further information and support with assessment and guidance.

### Attendance Monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. National guidance on attendance monitoring has been produced by the Department for Education. The data is intended to help build a national picture of educational provision so that focused support can be more effective, the impact of the virus can be monitored and ensure that students are safe. Daily attendance data, including nil returns are completed in line with national expectations. This will be completed and returned by the MIS team.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

### Designated Safeguarding Leads

Role	Name	Contact
Designated Safeguarding Lead	Lisa Hartley	<a href="mailto:lhartley@myerscough.ac.uk">lhartley@myerscough.ac.uk</a> 07407304267
Deputy DSL	Denise Williams	<a href="mailto:dwilliams@myerscough.ac.uk">dwilliams@myerscough.ac.uk</a> 07918 602 839
Deputy DSL	Carol Kirkham	<a href="mailto:ckirkham@myerscough.ac.uk">ckirkham@myerscough.ac.uk</a> 07818267807
Deputy DSL	Robert Kay	<a href="mailto:rkay@myerscough.ac.uk">rkay@myerscough.ac.uk</a> 07947769041
Deputy DSL (Croxteth)	Nikki Lamb	<a href="mailto:nlamb@myerscough.ac.uk">nlamb@myerscough.ac.uk</a> 01995 642297
Safeguarding Governor	Jane Booker	c/o <a href="mailto:rmatthews@myerscough.ac.uk">rmatthews@myerscough.ac.uk</a>
Safeguarding referral	<a href="mailto:safeguarding@myerscough.ac.uk">safeguarding@myerscough.ac.uk</a>	

The College approach ensures that a DSL is always on duty and this will continue during this time with staff working from home, if not on site. If students are on site, a DSL will be on site, if possible but will always be on a duty rota and accessible by phone or video call.

In the unusual circumstances that a DSL is not contactable, any member of the Senior Leadership Team can be contacted. DSLs will be available via phone, email or video calls.

Key staff within the student support teams will also be working closely with the Safeguarding Leads.

Contacts and liaison with external agencies including social workers and attendance at multi-agency meetings will continue as per local guidance, many being remote meetings.

### **Safeguarding Reporting**

Reporting a safeguarding concern:

Staff will continue to follow the Child Protection and Safeguarding Policy and procedure and advise the safeguarding leads immediately about concerns they have about any student regardless of where they are studying (eg studying from home during closure, during College holiday periods). COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

- report safeguarding concerns immediately and without delay to the designated safeguarding lead
- complete a safeguarding alert form, which can be found on staff intranet in the safeguarding section.
- ensure that the safeguarding alert has been received
- emails should be sent to [safeguarding@myerscough.ac.uk](mailto:safeguarding@myerscough.ac.uk) unless specifically directed by a safeguarding lead.

If staff do not have remote access to the staff intranet they must still make the referral immediately by contacting a designated safeguarding lead by telephone.

You must not leave a voice mail or email without speaking to a safeguarding lead.

If you are unable to contact a member of the safeguarding team you may contact a member of the senior leadership team who will try to locate a DSL. If this is not possible, and the person is at risk of harm or in immediate danger then you must report this to the police on 101, 999 or contact the local Children's or Adult's Social Services.

The arrangements for contacting local authorities if you are worried somebody is being abused are:

Children's Services : <https://www.gov.uk/report-child-abuse-to-local-council>

Adult's Services: <https://www.gov.uk/report-abuse-of-older-person>

Children's Services may be affected by the impact of the virus on staff and an increased demand for services. Where a person is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority.

Should a person in the College's view be at risk of significant harm and local agencies are not able to respond, the College will immediately follow the safeguarding children partnership escalation procedure, details can be found on the local Safeguarding Assurance Partnerships websites (previously LSCB and LSABs).

### **Safer Recruitment**

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, Myerscough College will continue to follow the relevant safer recruitment processes for our setting, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education, 2020.

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.

Myerscough 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 in Keeping Children Safe in Education 2020.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any College is aware, on any given day, which staff and volunteers will be in College, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Myerscough College will continue to keep the single central record (SCR), up to date as outline KSCIE.

### **Staff Induction and Training**

DSL training is online whilst Covid-19 measures are in place. At the time of writing all DSLs/ DDSLs are up to date with their DSL training.

All existing staff have had safeguarding induction and regular safeguarding updates including Keeping Children Safe in Education (2020).

Where new staff are recruited, they will continue to be provided with a safeguarding induction.

If any staff are deployed from another organisation to our College, we will take DfE supplementary guidance during the Covid-19 measures and will accept portability as long as the current employer confirms that:

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no concerns about the individual's suitability to work with children and young people
- there is no ongoing disciplinary investigation relation to that individual
- the individual has received appropriate safeguarding training

## **Allegations or Concerns about Members of Staff**

If any member of College has concerns about the behaviour and or conduct of a member of staff, they should follow the College procedures and inform Human Resources or the Designated Safeguarding Lead immediately.

## **Online Safety**

Myerscough College will continue to provide a safe environment, including online. This includes the use of an appropriate online filtering and monitoring system when using College internet.

When students and staff are working at home the risks of online safety will increase.

Students will be using the internet more during this period. The College will also use online approaches to deliver teaching, training and support. Staff will be aware of the signs and signals of online bullying and other risks online and apply the same safeguarding principles and practices as when the students study within the College campus environment. It is essential that all staff who are interacting with students, including online, continue to look out for signs a student may be at risk.

Any online concerns should be reported as a safeguarding concern immediately and will be dealt with in line with the College Child Protection and Safeguarding Policy and where appropriate referrals should still be made to social care and as required, the Police.

Online teaching and support should follow the guidance provided by the College in line with staff code of conduct and safe working practices.

Myerscough College will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

Online safety practices, guidance will continue to be shared with both students and staff and made available on the website for parents.

## **Support for Students**

Myerscough College is committed to ensuring the safety and wellbeing of all its students and staff. Support and safeguarding staff will continue to be on duty at all times during this time. At the time of writing, there are no students attending the College. If there is a decision to reopen for students, the College will continue to be a safe space for all students to attend. The College will ensure that appropriate staff are on site and student ratio numbers are appropriate, to maximise safety.

Myerscough College will refer to Government guidance for education 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 Covid-19.

Identified students who would normally have received pastoral support, will have a communication plan in place. The communication plans can include remote contact, phone contact video calls (using College systems), authorised door-step visits. Details must be recorded on Promonitor. We will continue to work closely with stakeholders to maximise the effectiveness of any communication, pastoral and safeguarding plans.

Pastoral and safeguarding plans must be reviewed regularly and where concerns arise, the safeguarding team should be informed and will consider any referrals, as appropriate. All records will be maintained on Promonitor.

The College will share safeguarding messages on its website and social media pages. Myerscough College recognises that College is a protective factor for students, and the current circumstances can affect the mental health of students and their parents or carers. Tutors and all staff need to be aware of this in setting expectations of students when they are at home.

Myerscough College will ensure that where we care for children of critical workers and vulnerable students on site, we ensure appropriate support is in place for them. This will be bespoke to each student and recorded on ProMonitor.

Where College has concerns about the impact of staff absence, such as the College DSLs or first aider, these will be discussed immediately with the Principalship team.

### **Work Experience and Work Based Learning**

Work experience can take place in line with local and national Covid-19 guidance and requirements: this includes apprentices and all work experience placements as part of study programmes and supported internships. All placements are planned in collaboration with and or led by the Work Placement Manager, Health and Safety Advisor and Apprenticeship and Skills team, with any safeguarding actions and plans being included for approval as part of this policy review. The College Covid team will discuss any changes to requirements in relation to work placements.

The College continues to support apprentices in the workplace and have embedded a range of mechanisms to both monitor the learner's current status and to continue with teaching and learning:

- Learner statuses i.e. Self-isolating but learning, breaks in learning and apprentices that have been furloughed are monitored through the tutor and recorded on Onefile. Reports are pulled off twice per week and reported to SLT.
- Regular announcements go through Onefile linking to the College website to keep both learners and employers up-to-date.
- The Employer Services Team act as a conduit for key information so employers can support their apprentices.
- Face-to-face delivery has been replaced with on-line learning using a range of technologies including web conferencing and virtual learning environments.
- Virtual sign-ups are now in place so recruitment can continue.
- All tutors have dedicated action plans to support learners and managers carry out weekly video meetings.
- English and mathematics and additional learning support continues but in a virtual fashion to support learners.

- The College is working with the end-point assessment organisations and Ofqual to review options to continue to carry out end point assessment (EPA) activities.
- All activity and progress is effectively recorded on Onefile or Pro-monitor for those campus-based (block release) learners.
- Any pastoral or safeguarding concerns would be reported to the Core and safeguarding team in line with the College processes. Work based tutors have access to College systems, including referral processes. Records of safeguarding concerns and interventions will be recorded on Promonitor and records to cross reference will also be on one-file.
- The vast majority of tutors are 'work-based' and all have a risk assessment in place.

## **Residential**

The College will continue to assess our residential position whilst Covid-19 measure are in place. At the time of policy writing, there are residential students in residency. Robust risk assessments and control measures are in place. The College has onsite lateral flow testing on site 5 days per week for students and staff (Preston and Croxteth sites) all guidelines from Public Health England and the Health and Safety Advisor will be followed.

## **Peer on Peer Abuse**

Myerscough College recognises that during the closure a review process may be required for managing any report of such abuse and victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined with Child Protection and Safeguarding Policy. The College will listen and work with all young people, parents / carers and any multiagency partner required to ensure the safety and security of all involved. Concerns and actions must be recorded in line with safeguarding referrals and recording processes.

## **Domestic Abuse**

It is recognised and acknowledged that recent measures, such as the order to stay at home, can cause anxiety for those experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses people are under. All staff must be aware that domestic abuse is more than physical violence. It can also include, but is not limited to:

- Coercive control and 'gaslighting'
- Economic abuse
- Online abuse
- Verbal abuse
- Emotional abuse
- Sexual abuse

Support is available for both staff and students if they are worried about domestic abuse. Staff who have concerns about a student should report immediately to the safeguarding team and staff can talk to Human Resources for further guidance and support. All staff must prioritise the safety of all and not hesitate to contact the Police, if they are worried about the safety or wellbeing of any individual.



Operation Encompass is now live in collaboration with Lancashire Constabulary.

**References:**

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

<https://swgfl.org.uk/resources/safe-remote-learning/>

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

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>

**Policy developed by:** Lisa Hartley, Designated Safeguarding Lead

**Approved by SLT:** 08.04.2020

**Approved by Board:** 15.04.20

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**Reviewed** 08.02.21

**Review:** This policy will be updated as in line with current guidance by at least monthly during this period