



DERBY COLLEGE GROUP

Safeguarding Addendum

Summary of key COVID-19 related safeguarding changes

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Safeguarding Policy

Designated Owning Department:

Services for Students

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Safeguarding Addendum

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POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

Summary of any key COVID-19 related safeguarding changes

This addendum will be updated in line with government COVID-19 guidance and any advice issued by Derby and Derbyshire Safeguarding Children Partnership and local authority (for example about 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) as and when this is published

Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented

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(amend when completed)

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Key contacts during Covid 19 arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Helen Jefferson	07779 655435
Deputy DSL(s)	Guy Hodgkinson Maria Banks	07740 423971 07872 107516
Child at Risk of Exploitation (CRE) Champion	Guy Hodgkinson	07740 423971
Mental Health Champion	Helen Jefferson	07779 655435
Designated member of senior leadership team if DSL (and deputy) can't be on site	Sarah Le Good	07702 968071
CEO	Mandie Stravino	07976 770858
Chair of governors/Trustees	Janet Morgan	Janet.morgan@derby-college.ac.uk
Designated Governor/Trustee:	Sue Bradley	Sue.bradley@derby-college.ac.uk

Note: Contact details for all other key safeguarding agencies are as referenced in the DCG safeguarding policy. This includes referrals to local authority early help services, children's social care and the local authority designated officer (LADO).

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for colleges to remain open only for those children of workers critical to the COVID-19 response who absolutely need to attend.

Colleges were also asked to provide care for a limited number of children who are vulnerable, as well as those children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

DCG acknowledges the importance of remaining a safe place for young people however the fewer students making the journey to college, and the fewer young people in educational settings, will protect the NHS and save lives by reducing the risks of spreading the virus.

This addendum of the DCG Safeguarding policy contains details of our individual safeguarding arrangements during the period of COVID-19 lockdown, social distancing and travel restrictions.

2. Scope and definitions

This addendum reflects updated advice from local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derby County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to the college safeguarding policy in light of the Department for Education's guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#).

Vulnerable children

Unless covered here, the DCG safeguarding policy continues to apply.

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) defines 'vulnerable children' as those who:

- a. Have a social worker, this includes children who
 - Have a child protection plan
 - Are looked after by the local authority.
 - Have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989
- b. Children and young people up to the age of 25 with education, health and care (EHC) plans.

Those with an EHC plan will be risk-assessed by the college in consultation with the local authority (LA) 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.

The college will continue to work with and support children's social workers to help protect vulnerable children. This includes working with the local authority virtual

school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Aaron Denton, Head of Behaviour for Learning

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the college will explore the reasons for this directly with the parent/carer.

Where parents are concerned about the risk of the child contracting COVID19, the college or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The college will encourage our vulnerable children and young people to attend *to attend remotely in the first instance but make arrangements for them to come in if necessary.*

Support for children who aren't 'vulnerable' but where we have concerns

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who the most vulnerable young people are. They also have the flexibility to offer a place to those who don't meet the Department for Education's definition of 'vulnerable' but where the college has concerns. For example young people who are receiving support through early help processes, on the edge of receiving children's social care support or those who have had recent social worker involvement.

If these young people will not be attending college, we will put a contact plan in place, as explained in section 8 below.

3. Core safeguarding principles

DCG will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#) and relevant government coronavirus guidance such as [Coronavirus: safeguarding in schools, colleges and other providers](#) to ensure that the college keeps young people safe.

Although the college is operating in a different way to normal, the following important safeguarding principles still apply:

- The best interests of students must always continue to come first
- If anyone has a safeguarding concern about any young person, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy will be available at all times (see section 4 for details of DCG arrangements)
- It is essential that unsuitable people are not allowed to enter the college workforce and/or gain access to children or young people
- Young people should continue to be protected when they are online

DCG will, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow us to ensure that any new policies and processes in response to COVID-19 are not weakening the college approach to safeguarding or undermining the safeguarding policy.

4. Reporting concerns

All staff must continue to act on any concerns they have about a young person or the behaviour of a member of staff immediately.

It is still vitally important to do this.

All staff need to adhere to the following reporting procedure:

- 1 Call the DSL, Deputy DSL or Welfare Team Co-ordinator to report their concern
- 2 Complete the online SG1 form available on the staff intranet behind the safeguarding tile

All senior safeguarding staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable young people.

5. Designated Safeguarding Lead (and deputy) arrangements

The college aim to have a trained DSL or deputy DSL on site at wherever possible.

Details of all important contacts are listed in the 'Important contacts' section on the second page of this addendum.

- If the DSL (or deputy) can't be in college, arrangements will be made to contact them remotely. See Important Contacts on page 3.
- DCG will keep all college staff informed by email as to who will be the DSL on any given day, and how to contact them.
- The college will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in the college are.
- On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. There will be a senior manager on site every day.
- The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they can work together to:
 - Identify the most vulnerable children in college
 - Update and manage access to child protection files, where necessary
 - Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

The college acknowledges that opportunities for DSL training is very unlikely to take place during this period; the DDSCP safeguarding face to face training events have been cancelled up until the end of May (this will be subject of review). However the option of online training will be explored, to keep all senior safeguarding employees abreast of emerging trends, new guidance and recommendations.

As outlined in the DFE guidance Coronavirus (COVID-19): safeguarding in schools, colleges and other providers for the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The college, like others nationwide, faces unique challenges at this time. Where reasonably possible, the DSL (or deputy) will consider these in a safeguarding context and reflect them in the safeguarding policy and practice as appropriate.

6. Working with other agencies

DCG will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children.

The college will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our local safeguarding partners
- The local authority about 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 following guidance is currently in place:

Multi-agency safeguarding meetings (updated information published on 25/03/2020)

As from the 23rd of March all meetings (for example Looked After Reviews, Child Protection Conferences, Children in Need Reviews) will take place virtually and no face to face conference / meetings will take place at the Kedleston Road site.

The college will be notified of how they will contribute the meeting and DCG will take steps to ensure that they are able to comply with these arrangements.

As there will be delays in circulating minutes, the college representative will take notes of recommended actions.

For these statutory meetings to go ahead it is equally important that all professionals and especially the allocated social workers provide updated reports- care plans and review of arrangements - to these meetings. The college will ensure this is a priority. All reports will be emailed to the Chairs / IRO in the normal way in 'good time' for the meeting to be purposeful.

Early Help (please note this is due to be published in the next few days)

Local Authority Early Help Teams are currently supporting Children's Social Care colleagues in the city to ensure our most vulnerable children and young people are kept safe. In order to do this they have paused the Team around the Family (TAF) process and are managing early help caseloads by telephone. Face to Face contact with families will only be to manage a crisis.

All 16 -17 year old Child in Need (CIN) young people in supported accommodation will receive weekly telephone contact as visits as deemed necessary.

Should there be a need DCG will make it a priority to support new Child in Need cases (section 17) and Integrated Disabled Children's Services (IDCS) short break service.

DCG will continue to take an active role in early help assessments at Vulnerable Children Meetings (VCM) which will be virtual.

All Children reported Missing will be managed according to the local authority Missing Protocol, in most cases via telephone return interviews, those missing over 72 hours will be subject to a Virtual Strategy Discussion following current processes in which DCG will take an active role if necessary.

7. Monitoring attendance

As most young people will not be attending college during this period of COVID-19 lockdown and restrictions, DCG will not be completing our usual attendance registers but will be monitoring engagement in remote learning and making regular contact with students who are not engaged in learning.

The college and social workers will agree with parents/carers whether children in need should be attending college. The college will then follow up on any student that they were expecting to attend, who does not. The college will also follow up with any parent or carer who has arranged care for their young person who does not subsequently attend.

To support the above, the college will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable young person does not take up their place at college, is absent or discontinues, the college will notify their social worker.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending college.

8. Safeguarding for young people not attending college

Contact plans

We have contact plans for young people with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending college (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the young person's best interests); or
- They would usually attend but have to self-isolate

We have agreed these plans with children's social care where relevant and will report non engagement to social workers where relevant and when necessary.

9. Safeguarding all children

Staff are aware that this difficult time potentially puts some young people at greater risk.

Staff 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.

11. Peer on peer abuse

DCG will continue to follow the principles set out in part 5 of Keeping Children Safe in Education, [Sexual violence and sexual harassment between children in schools and colleges guidance](#) and local [multi-agency safeguarding children procedures](#), in particular [Children who Present a Risk of Harm to Others](#) as well as those outlined within of our college Safeguarding Policy when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately and follow the procedure outlined in section 4 above.

The college recognises that during the partial closure a revised process may be required for managing any report of such abuse and supporting victims.

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

Concerns and actions must be recorded online using SG1/SG2 and appropriate referrals made.

12. Online Safety

In college

DCG will continue to have appropriate filtering and monitoring systems in place in college. Where vulnerable students are using computers in college, appropriate supervision will be in place.

Outside college

Where staff are interacting with students online, they will continue to follow our existing staff code of conduct. Additional NSPCC guidance has been issued to staff regarding remote teaching protocols when teaching online and using live web chats.

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 procedure and where appropriate referrals should still be made to children's social care and as required, the police by the DSL or Deputy DSL.

Online teaching should follow the same principles as set out in the staff Code of Conduct, E-Safety Policy and Positive Behaviour Policy.

DCG 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 when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use communication systems provided by the college to communicate with students.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 4 of this addendum.

DCG will make sure young people know how to report any concerns they have back to the college, and signpost them to other sources of support too.

Working with parents and carers

DCG will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online.
- Know what the college is asking students to do online, including what sites they will be using and who they will be interacting with from college.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources the college provides.
- Know where else they can go for support to keep their young people safe online.

Information to support parents and carers has been added to the DCG website and is promoted via parents newsletters.

13. Mental health and well-being

DCG will continue to offer support for student mental health and wellbeing through the safeguarding section of the website, the online mental wellbeing toolkit on Moodle, the Health and Wellbeing Teamsite and through interventions from the senior welfare and safeguarding team

DCG will also signpost all students, parents and staff to other resources to support good mental health at this time.

When setting expectations for students learning remotely and not attending college, teachers will bear in mind the potential impact of the current situation on students' mental health and well-being. *(Note; update this when DfE guidance is published)*

Supporting young people not in college

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

Where the DSL has identified a child 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 contact plan and risk assessment is in place for that young person.

Details of this plan must be recorded on Promonitor confidential comments or by the welfare team on integrated support and/or SG1/2, as should a record of contacts that have been made.

The contact plans will include; remote contact, phone contact and college attendance.

The college and its DSL will work closely with all stakeholders to maximise the effectiveness of any contact plan. This plan and risk assessments must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

DCG recognises that education is a protective factor for some young people, and the circumstances surrounding the COVID-19 situation can affect the mental health of

students and their parents/carers. Teachers at the college need to be aware of this in setting expectations of students' work where they are at home.

The college will ensure that where we care for children of critical workers and vulnerable young people on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on Promonitor.

Supporting young people in college

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

The college will continue to be a safe space for all young people to attend and flourish. The CEO/Deputy CEO will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate to maximise safety.

The 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.

DCG will ensure that where we care for children of critical workers and vulnerable young people on site, we ensure appropriate support is in place for them. This will be bespoke to each student and recorded on Promonitor.

14. Domestic Abuse

The current Covid 19 measures being taken are likely to increase the stress on family life and it is expected that domestic abuse incidents are likely to rise.

The college will continue to receive domestic abuse notifications via the Stopping Domestic Abuse Together (SDAT) initiative as will children's social care. Notifications will continue to be recorded in the children's Promonitor student record in the confidential records section.

As with any concern about a young person the college will take steps to ensure the student is safe. In all cases the college will review what we know about the young person and their family.

If the young person is expected to attend college, the usual checks should be made on their welfare.

- What is known about the child when they arrived (or not) at college today?
- Who in the college needs to be informed?
- What 'checks' need to be carried out and how best can these be achieved?
- Are they in college today? How are they presenting physically and emotionally? Are there any changes in their behaviour?

When a young person is not expected to be at college there should be consideration about how best the college can seek assurance on their welfare and what checks can be made.

In all cases the college will make general enquires with the young person about how they are. The domestic abuse notification should not be referred to unless it is directly mentioned by the young person or where the parent/carer raises the issue.

If the DSL/deputy DSL identifies any safeguarding concerns they will refer to children's social care.

Children's Social Care will also review the incident and will liaise with the college where there are safeguarding concerns about the safety of the young person.

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 contact plan and risk assessment is in place for that child or young person. Details of this plan must be recorded on SG1/SG2, as should a record of contacts that have been made.

The contact plans can include; remote contact, phone contact, door-step visits by social care. The college and its DSL will work closely with all stakeholders to maximise the effectiveness of any contact plan.

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

15. Staff recruitment, movement of staff, training and induction

Recruiting new staff and volunteers

- We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in the college are safe to work with young people.
- We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.
- In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.
- New staff must still present the original documents when they first attend work at in college.
- DCG will continue to carry out usual checks on new volunteers and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.
- Where new staff are recruited, or new volunteers enter the college, they will continue to be provided with a safeguarding induction.

It remains essential that people who are unsuitable are not allowed to enter the college workforce or gain access to students. When recruiting new staff, the 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 (2019) (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.

Where the college is 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.

Staff 'on loan' from other education settings

If staff are deployed from another education or children's workforce setting to the college, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability by seeking assurances from the current employer 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

As well as seeking assurance from the 'loaning' establishment that staff have had the appropriate checks the college will also assess the risks of staff 'on loan' working in our school, and. *(Add who will do these risk assessments.)*

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

Safeguarding induction and training

DCG will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection safeguarding policy (and this addendum)
- Keeping Children Safe in Education (part 1)

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our safeguarding policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

16. Keeping records of who's on site

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff and students will be in college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the college will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

A record of all staff on site will be kept on reception at each campus that is open to invited students. The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

17. Concerns about a staff member or volunteer

The college will continue to follow the principles set out in part 4 of Keeping Children Safe in Education, our college policies and the local multi-agency safeguarding children procedures, [Managing Allegations against Staff, Carers and Volunteers](#).

<p>Staff should continue to act on any concerns they have immediately following the procedure outlined in section 4 above</p>
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The college will continue to follow the legal duty to refer to the Disclosure and Barring Service (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.

DCG will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency as per paragraph 166 of KCSIE. The college will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

Staff absence

Where the college has concerns about the impact of staff absence, such as the Designated Safeguarding Lead or first aiders discussions will take place immediately with the CEO or deputy CEO.

18. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, other relevant agencies or DfE is updated, by the DSL or, in their absence, the Deputy DSL. At every review, it will be approved by the full governing board.

19. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Employee code of conduct
- Health and safety policy
- Positive Behaviour policy
- Inclusion Policy
- Medication management policy
- First Aid at Work
- E safety Policy
- Complaints policy and procedure
- Whistle blowing

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