

Appendix 1



COVID-19 school closure arrangements for Safeguarding and Child Protection at Newton Abbot College

School Name: Newton Abbot College

Date: 01/04/2020

1. 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/carers are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Newton Abbot College Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas: vulnerable children; attendance; safer recruitment and movement of staff; incident reporting; supporting students both in and out of college; online safety; peer-on-peer abuse.

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Lesley Ring	07872468591	lring@nacollege.devon.sch.uk
Deputy Designated Safeguarding Lead	Laura Bush	07889289769	lbush@nacollege.devon.sch.uk
Level 3 Trained Safeguarding Officers			
	Tracy Dommett Colin Gill Ross Banks Tom McLeman Kate Rose Jo Doulin Kyle Boswell	01626 367335	tdommett@nacollege.devon.sch.uk cgill@nacollege.devon.sch.uk rbanks@nacollege.devon.sch.uk tmcleman@nacollege.devon.sch.uk krose@nacollege.devon.sch.uk jdoulin@nacollege.devon.sch.uk kboswell@nacollege.devon.sch.uk
SENCO/Children in Care	Louise Ransom	07850645000	lransom@nacollege.devon.sch.uk
Principal	Paul Cornish	07872468594	pcornish@nacollege.devon.sch.uk
Chair of Governors	Tami Harrison	01626 367335	info@nacollege.devon.sch.uk

Safeguarding Governor	Cathy Hooper	01626 367335	info@nacollege.devon.sch.uk
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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 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 risk-assessed in consultation with the Local Authority and parents/carers, 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 children and young people with EHC plans can safely remain at home.

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, the Deputy Safeguarding Lead, the SENCO/CiC Designated person and the Level 3 Safeguarding Team know who our most vulnerable children are.

A comprehensive ragged list of the most vulnerable students on roll at the College has been prepared and shared with the LDP-data team at Babcock International as directed. The list includes all the vulnerables as per government criteria plus those identified by the College ('on the edge of social care/would normally receive pastoral-type support in school') It includes details of how the College will keep in touch with all the children ragged red/amber/green (frequency, aim and form of contact) and who is the 'lead professional' in each case.

Newton Abbot 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 authorities (Devon; Torbay; Plymouth) teams for looked-after and previously looked-after children.

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 increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and college will explore the reasons for this directly with the parent.

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

Details of communications with parents/carers, students, social workers and other agencies are recorded on CPOMS (usually under the new Covid19 tab).

4. 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.

If Newton Abbot College has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

College and social workers will agree with parents/carers whether each vulnerable child should be attending college – College will then follow up on any student that they were expecting to attend, who does not. College will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, the College will, when communicating with parents/carers and 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 child does not take up their place at college, or discontinues, college will notify their social worker.

5. Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: Lesley Ring.

The Deputy Designated Safeguarding Lead is: Laura Bush.

All trained Level 3 Safeguarding Officers are named above (section 2).

The optimal scenario is to have a trained Level 3 Safeguarding Officer available on site whenever children are present. Where this is not the case a trained Level 3 Safeguarding officer will be available to be contacted via phone - for example when working from home.

Where a trained Level 3 Safeguarding Officer is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the child protection online management system (CPOMS) and liaising with the offsite DSL Level 3 Safeguarding Officer and, as required, liaising with children's social workers where they require access to children and/or to carry out statutory assessments at the school or college.

It is important that all Newton Abbot College staff and volunteers have access to a trained Level 3 Safeguarding Officer. On each day, the staff on site will be made aware of who that person is and how to contact them.

All staff will be encouraged to continue to use the normal methods of reporting concerns (see below).

The Level 3 Safeguarding Officers will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the college's Safeguarding Policy. Staff should email their concerns to 'Support'.

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

Where staff are concerned about an adult working with children in college, they should report the concern to the Principal by phone/email.

Concerns around the Principal should be directed to the Chair of Governors.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place all Level 3 Safeguarding Officers who have been trained will continue to be classed as trained even if they miss their refresher training.

All existing college staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate to staff any new local arrangements, so they know what to do if they are worried about a child.

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

If staff are deployed from another education or children's workforce setting to our college 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; and
- there is no ongoing disciplinary investigation relating to that individual.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust CEO and appropriate HR representative in each school that the member of staff has received appropriate safeguarding training.

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, Newton Abbot 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.

If staff are deployed from another education or children's workforce setting to our college, 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; and
- there is no ongoing disciplinary investigation relating to that individual.

Where Newton Abbot 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.

Newton Abbot 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.

Newton Abbot 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

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 school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Newton Abbot College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in college

Newton Abbot College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in college, appropriate supervision will be in place.

10. Online safety away from college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and, as required, the police.

Below are some things to consider if delivering virtual lessons:

- No 1:1s; groups only.
- 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. Use a blank background supplied by the provider if possible.
- The live session should be recorded and stored so that if any issues were to arise, the video can be reviewed. If this is not possible but the session is essential, ensure you have another adult in the room with you and make notes after.
- 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.
- Newton Abbot College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff must only use platforms specified by the College and approved by our IT network manager / provider to communicate with students. Use only websites/apps approved of by the College. Staff must contact IT Helpdesk if they are unsure
- Staff should record, the length, time, date and attendance of any sessions held.
- Communicating through video calls may give you an insight into the home which gives you cause for concern. Keep a log of what you witness and send to 'Support' as you would in college

11. Supporting children not in college

Newton Abbot College is committed to ensuring the safety and wellbeing of all its children and young people.

Where the College has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in college a robust communication plan is in place for that child or young person in the same way as for students with social workers etc.

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

Newton Abbot College and its Safeguarding team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

Each plan must be reviewed at least fortnightly and where concerns arise appropriate referrals will be made and advice sought.

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

Newton Abbot College recognises that college is a protective factor for children and young people, and the current circumstances, 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.

12. Supporting children in college

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

Newton Abbot 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.

Newton Abbot 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.

Newton Abbot 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 any issues reported and recorded in the usual way.

Where there may be concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – these will be discussed with the Principal.

13. Peer on Peer Abuse

Newton Abbot College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the college receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and those outlined within our Child Protection Policy.

The college 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 will be recorded on CPOMS and appropriate referrals made.

14. Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. This may take the form of an online meeting between DSLs in the individual schools.