

Annex to Safeguarding and Child Protection Policy

COVID-19 changes to procedure

31 March 2020

Response to COVID-19

There have been significant changes within our setting in response to the outbreak of Covid-19. Teaching and learning will occur remotely, possibly for significant periods of time, and staffing is likely to be impacted by illness and caring responsibilities.

Despite the changes, the college's safeguarding aims and objectives are fundamentally the same:

- To provide a safe environment for children, young people and adults in which to work, learn and take part in social and enrichment activity;
- To foster, promote and maintain a genuine feeling of safety throughout the college via the curriculum, pastoral support, appropriate working practices and through the promotion of a college ethos where everyone feels secure, valued and listened to;
- To take action where appropriate to safeguard students through working in partnership with other agencies;
- To educate all students and staff in safeguarding and child protection issues so that they become more aware and confident in dealing with issues relating to those matters;
- To identify people who are experiencing, or likely to experience significant harm, providing support and taking appropriate action with the objective of producing positive outcomes for those people.

Whilst Collyer's Safeguarding and Child Protection Policy continues to apply to all that we do, this annex sets out some of the adjustments to procedures necessary as we respond to safeguarding [advice from government](#) and [local agencies](#).

The current college position and local advice

The college is currently closed in response to [guidance from the DfE](#). Parents have been asked to keep their children at home wherever possible. Education settings have been asked to continue 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.

Collyer's sent a questionnaire to all our learners and parents on Friday 20th March to assess the need for students to access college campus/onsite support. We had four responses in total and of those, two learners came into college on Monday 23rd and only one on Tuesday 24th. All have subsequently said they are safe studying at home. The campus has been fully closed since Wednesday 25th March.

- Subject teachers are providing online teaching and learning to all learners
- Director of Study Support and Student Wellbeing has assessed risks of home learning for all students with an EHCP and contacted learner/home to ensure they are happy and supported working from home
- Vulnerable learners have a named contact for concerns or queries during college closure and they are also able to report any issues via the safeguarding email safe@collyers.ac.uk

- Study support team are providing remote 1-1 learning support for those who usually have access to specialist support, including learners with an EHCP
- Safeguarding Team and Heads of House are in regular contact by email/phone with 'at risk'/vulnerable learners
- Safeguarding Team are in contact with external agencies involved in supporting our students
- Dialogue continue to provide college counselling service by telephone and/or online app
- We are continuing to make bursary payments directly into student bank accounts and are also provided £15 per week for students who usually access Free School Meals (this will continue across the Easter break)
- Regular updates are posted on our website: <https://www.collyers.ac.uk/coronavirus/>

Reporting arrangements

Reporting arrangements continue in accordance with our safeguarding and child protection policy. The college's approach ensures the DSL or a deputy is always on site whilst the college is open. In the unusual circumstance this is not possible the DSL or a Deputy DSL will be contactable by phone and a member of SMT will provide onsite support.

Designated Safeguarding Lead: **Andrea John** asj@collyers.ac.uk (emergencies 07958027968)

Deputy DSLs: **Helen Mayer-Dean** hmd@collyers.ac.uk **Jane French** jf@collyers.ac.uk

Helen Bolger hxb@collyers.ac.uk

Nicola Algar nma@collyers.ac.uk

Staff will continue to follow the Safeguarding and Child Protection policy and procedures and advise the safeguarding team immediately about concerns they have about any student, whether in college or not. 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.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child or young person is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are available here: <https://www.westsussexscp.org.uk/2016/04/multi-agency-safeguarding-hub-mash/>

Should a child or young 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, available here: <https://www.westsussexscp.org.uk/professionals/concerns-at-work-2/resolving-professional-differences/>

Arrangements for safeguarding referrals in the event of college closure are as follows:

Safeguarding Concerns (when you are worried that a student is at risk of harm)

- If a safeguarding concern arises from your interactions online or by phone with students, in the first instance encourage the student to talk to their parent/carer
- Refer **non-urgent concerns** to the college safeguarding email safe@collyers.ac.uk – this will be checked daily by a member of the safeguarding team
- **If the concern is urgent**, you should call the student's parent (unless this would put the student at greater risk)
- **If your concern is urgent and you are unable to speak to the student's parent/carer** please contact Andrea John (07958027968)
- **In an emergency** call 999

Holiday arrangements

The college will not be open over the Easter break but the safeguarding team will continue to make contact with at risk learners and also continue to check the safeguarding email inbox.

Attendance

When partially open, the college is following the [attendance guidance issued by government](#). Where a student is expected and does not arrive the college will make contact with the student and/or family. If contact is not possible, the DSL will inform appropriate external agencies.

Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for students to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both students and their parents and carers, informing the DSL about any concerns. The college tutorial programme will include self-help information to support students through the challenges of working from home and social distancing. The Wellbeing VLE also contains a range of reading resources and online modules to support good mental health and positive wellbeing.

Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a college closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. We also address the issue of peer-on-peer abuse in our tutorial curriculum.

Risk online

Young people will be using the internet more during this period. The college may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same student-centred safeguarding practices as when students were learning at college.

- The college continues to ensure that as far as possible, [appropriate filters and monitors are in place](#)
- Our governing body will [review arrangements](#) to ensure they remain appropriate
- The college has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the college's code of conduct and importance of using college systems to communicate with children and their families.
- Staff have read [Online Learning - Safeguarding Considerations](#) prior to delivering any livestreamed sessions
- Young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the college
- Safeguarding Team are able to direct student to [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#) if they have concerns online
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

Allegations or concerns about staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers working with external services. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged:

<https://www.westsussexscp.org.uk/professionals/concerns-at-work-2/lado-local-authority-designated-officer/>

If necessary, the college will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address

Misconduct.Teacher@education.gov.uk.

This policy annex has been agreed with the Chair of the Governing Body and Safeguarding Link Governor on 6th April 2020, shared with all Governors, and is available on the college website.