

Annex to Safeguarding Policy and Procedures:

Changes to Safeguarding during COVID19 pandemic

This Annex to the College's Safeguarding Policy and Procedures details the changes we have made to continue safeguarding vulnerable students and staff during the COVID-19 pandemic.

Bradford College's Safeguarding and Wellbeing services and provision will be reviewed regularly throughout the COVID-19 pandemic in response to changing information issued by central government departments.

This document is for:

All college staff, governors and students

Document issue date:

2 April 2020

1. The College Response to COVID-19:

There have been significant changes within our setting in response to the outbreak. All students are now studying from home and the majority of college staff are now homeworking. Staffing is likely to be significantly affected through illness and self-isolation.

This annex sets out some of the adjustments Bradford College is making in line with the changed arrangements in the College and following advice from government and local agencies.

<https://www.bradford.gov.uk/children-young-people-and-families/safeguarding-children/safeguarding-children/>

The current position is that, following the Government announcement, all college sites are closed to students and teaching and learning has shifted online.

Despite the changes, Bradford College's Safeguarding Policy is fundamentally the same: children and vulnerable adults always come first, staff should respond robustly to safeguarding concerns and contact the Safeguarding and Wellbeing Team and the Designated Safeguarding Lead and his Deputies in line with our established safeguarding procedure.

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

2. The current College position and local advice:

The College Safeguarding Policy applies fully as usual. Operational changes are detailed below:

- Duty:

The duty telephone number will be staffed from 10am to 4pm on weekdays - 01274 8999. Email safeguarding@bradfordcollege.ac.uk. This service is available to both staff and students. Each rota slot will have a deputy to step up if required.

- Face to Face Access:

Face to face Safeguarding and Wellbeing appointments will not be available until further notice and in line with government guidelines around social distancing.

- External Referrals:

External referrals will be maintained in the usual manner; however, it is acknowledged that some services will also be operating with reduced or compromised resources. Information on these changes will be communicated across the team and with the Designated Safeguarding Lead (DSL) and Deputies. Information on partner organisations and their arrangements is detailed below.

Up to date contacts for all external services are collated and shared in the Safeguarding shared drive. Access to this is limited to the Safeguarding and Wellbeing team (including the Designated Safeguarding Lead (DSL) and Deputies) currently, but will be widened if this becomes necessary.

3. Reporting arrangements:

College arrangements continue in line with our Safeguarding policy. Any staff member wishing to raise a safeguarding concern should do so in the usual way by completing a cause for concern form available on the safeguarding page of the College Intranet, here:

<https://intranet.bradfordcollege.ac.uk/Information/StaySafe/SitePages/Home.aspx>

- Our Designated Safeguarding Lead (DSL) is: Craig Tupling (07595 088 080)
- The Deputy Designated Safeguarding Lead (DSLs) are: Brigid Baker and Graham Bailey (07788 294355)
- The Lead Safeguarding and Wellbeing Practitioner is Abda Hussein (07872 052703)

The College approach ensures the Designated Safeguarding Lead (DSL) or a deputy is always on duty during college operating hours.

Staff will continue to follow the Safeguarding procedure and advise the safeguarding leads immediately about concerns they have about any student. **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 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 or social services are held centrally by the Safeguarding and Wellbeing team. The team will continue to assess risk of harm on a case by case basis and manage referrals appropriately.

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure, which

remains the same and can be found on the Bradford Partnership Website – saferbradford.gov.uk or by phoning 01274 435600 in the first instance.

4. Identifying Vulnerability:

We have undertaken a scoping exercise to identify the most vulnerable students.

A spreadsheet of these has been drawn up. Vulnerable students include (but not exclusively):

- Students subject to a Child Protection Plan and Child in Need Plan, and who have an allocated social worker;
- Children Looked After and Care Leavers;
- Unaccompanied Asylum Seeker Children;
- Students with care responsibilities (outside of childcare);
- 16-17-year-old parents;
- Pregnant students (that we are aware of).

Each student will be 'Red/Amber/Green (RAG) rated and assigned a worker and a seconder. The spreadsheet will be filed centrally and made available to the whole Safeguarding and Wellbeing team plus the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DSLs) initially. Should the need arise access will be broadened to additional workers.

Frequency of contact with these students will be contracted on an individual basis with each student and regularly reviewed, but the minimum contact will be one phone call per student per week. In cases where we lose contact with a student under the age of 18, or a vulnerable adult we will follow our usual protocols and ask police to carry out a welfare call, and inform social services/children's services where this applies.

Case recording will continue on Intuition in the usual way, and all recording must be completed on the same day as the intervention (hence the slightly reduced duty hours). This is especially important with potential reduced staffing and increased likelihood of sickness absence.

Should a child 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.

5. Students with Educational Health and Care Plans

The latest government guidance in response to the COVID-19 pandemic includes children and young people with and Education Health and Care (EHC) Plan in the 'vulnerable students' category. The "relevant" paragraph in the guidance is as follows:

"Those with an Education Health and Care (EHC) plan should be risk-assessed by their school or college in consultation with the local authority (LA) and parents, to decide whether they need to continue to be offered a school or 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." **DfE Coronavirus (COVID-19) Guidance on Vulnerable Children and Young People Par. 1**

In line with this, including the information in paragraph 20 of the same guidance, the College has worked with local authorities to risk assess each Education Health and Care (EHC) Plan student currently on roll to make the decision whether they can have their needs met safely at home. In line with this, all of our students in this category are currently not physically in college, but safely accessing any necessary support from home. All of these are post-16.

About a third of this cohort access programmes of study confidently in mainstream provision at levels one to three, where academic learning has also moved to an online delivery model. The Special educational needs and disability (SEND) and Additional Learning Support departments have committed to contacting this cohort at least once per week with additional tutorial/wellbeing sessions/work proofreading/support etc. if appropriate on top of that. Many of this cohort are level two/three often without in class support when physically in college and these students will also be participating in weekly curriculum team contact as per their current study programme timetable.

The remaining Education Health and Care (EHC) Plan students' study within our discrete provision or on Progression to Learning and Work programmes from pre-Entry to level 1. These students will be contacted as a minimum at least every other day by the curriculum team, with some students been contacted on a daily basis based on their identified needs.

The above plan is being reviewed on a regular basis by the College management team ensuring it considers the latest government advice and any local authority plans, which impact on the safety of our staff and students.

For further information or for any queries in relation to the above please contact als@bradfordcollege.ac.uk.

6. 14-16 students on School Roll:

Welfare checks for 14-16-year-old students on a school roll will be completed exclusively by that school.

All parents of Electively Home Educated (EHE) 14-16-year-old students have been contacted to check if any were key workers. None have been identified. Electively Home Educated (EHE) students are at home and their welfare is the responsibility of their parent or carer.

Children Looked After, pupils with an Education Health and Care plan and other vulnerable children have been contacted regarding attending a local school. The virtual school are aware of the College's arrangements for the learners. We continue to communicate if they have any queries/questions.

Students have been given as part of their home learning pack contacts for academic teaching staff (work emails) if they have any questions regarding their work and to submit work for marking. Students have been given mobile contacts for pastoral support.

The 14-16 team continue to liaise with CSC, Schools, Virtual School, Social Workers and the College Safeguarding and Wellbeing team regarding any concerns.

7. Other children and vulnerable adults the College considers vulnerable:

More students may be added to this group in response to concerns raised with the Designated Safeguarding Lead (DSL), his Deputies, the Safeguarding and Wellbeing team and the wider Student Services teams. The wider Student Services teams are providing 'Early Help' interventions. They are contacting students flagged by curriculum staff as either losing contact with their teaching staff or those not participating in online learning.

8. Monitoring student participation in online learning

Students are engaging with a range of on-line learning primarily through timetabled sessions led by the tutor. The platforms being used are Moodle, Microsoft Team, e-stream and Century Tec (Maths and English). A weekly report on student participation on Moodle is circulated to Heads of Department, who also own all of their departmental Microsoft teams so they can support staff and students and ensure participation.

Other methods of tracking student participation are through e-tracker, student learner journey logs (SEND) and student learning logs, which were already a method of monitoring progress in Adult and Community learning.

Where students do not have access to on-line learning departments have developed paper resources and to support this the College has developed an online printing and posting service where staff email work and student details into a central service who print and post to students.

9. Mental Health

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 children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents and carers, informing the Safeguarding and Wellbeing team about any concerns.

Restrictions to movement and contact with other people means students are more likely to be at risk of mental health problems. College should make students and their families aware of where further support can be found. The Department for Education have produced guidance to support parents:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>.

The following organisations can also provide support:

www.kooth.com – Free online emotional wellbeing and counselling with self-help articles.

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing>.

<https://www.mind.org.uk/information-support/helping-someone-else/>.

Calm Harm App – A phone app providing help for those who use self-harm as a coping strategy;

<https://calmharm.co.uk/>.

10. Parents and Carers:

Parents and carers will receive information about keeping students safe online with peers, the College, other education offers they may access and the wider internet community. We have set out the College's approach, including the sites students will be asked to access and set out who from the College (if anyone) their student is going to be interacting with online. Parents have been offered the following links:

Internet Matters: <https://www.internetmatters.org/> for support for parents and carers to keep their children safe online

Net-aware: <https://www.net-aware.org.uk/> for support for parents and careers from the NSPCC.

Parent Info: <https://parentinfo.org/> - for support for parents and carers to keep their children safe online.

Thinkuknow: <https://www.thinkuknow.co.uk/> - for advice from the National Crime Agency to stay safe online.

UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre> - advice for parents and carers.

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.

11. 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. Extra care should be taken where groups have mixed age, developmental stages, are attending other education establishments as an interim measure and similar. When contacting these families our staff may ask about relationships between learners.

12. Risk online

Young people will be using the internet more during this period. The College will also be using online approaches to deliver teaching and/or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at college. The College continues to ensure appropriate filters and monitors are in place.

The College has taken on board the guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium.

It is extremely important that professional boundaries do not slip during this exceptional period and protocols for home working including on line protocols have been issued:

<https://intranet.bradfordcollege.ac.uk/SitePages/Coronavirus%20information.aspx>.

Staff can access further guidance here:

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>.
<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>.

Students accessing remote learning will receive guidance on keeping safe online and know how to raise concerns with the College, Childline, the UK Safer Internet Centre and CEOP.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/internet-connected-devices/>.

13. Allegations or concerns about staff

With such different arrangements young people could be at greater risk of abuse from staff. 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 and staff are advised to ring the switchboard in the first instance on 01274 435600 where calls will be diverted to the LADO/LADO duty cover.

If necessary, the school will continue to follow the duty to refer to Disclosure and Barring Service (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.

14. New staff or volunteers

New starters must have an induction before starting or on their first morning with the Designated Safeguarding Lead (DSL) or a deputy. They must read the College Safeguarding policy, the behaviour policy, the whistleblowing policy and the code of conduct. The Designated Safeguarding Lead (DSL) or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

It is not anticipated that volunteers will be enlisted to work with students at this stage, however if staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- The member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- They have read Part I and Annex A of Keeping Children Safe in Education, and
- Where the role involves regulated activity and the appropriate Disclosure and Barring Service (DBS) check has been undertaken by that setting we will undertake a written risk assessment to determine whether a new Disclosure and Barring Service (DBS) check would need to be undertaken. It may be in these exceptional times we can rely on the Disclosure and Barring Service (DBS) undertaken by their setting.

Should the need arise for the College to enlist support of volunteers, our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- College will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced Disclosure and Barring Service (DBS) check (with barred list information) for all staff and volunteers new to working in regulated activity in line with Disclosure and Barring Service (DBS) guidance.
- When undertaking ID checks on documents for the Disclosure and Barring Service (DBS) it is reasonable to initially check these documents online through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- College will update the Single Central Record

This policy has been remotely approved by Governors on 02/04/20 and is available on the College Intranet under policies:

<https://intranet.bradfordcollege.ac.uk/policies-procedures/SitePages/Home.aspx>.