



Annex to Safeguarding Policy

College Safeguarding Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many of our learners are now continuing their learning at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the College's Safeguarding Policy is fundamentally the same:

“Children, young people and vulnerable adults always come first, staff should respond robustly to safeguarding concerns and contact the College's Safeguarding Team 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 College and following advice [from the government](#) and local agencies.

The current College position and local advice:

The Government has asked parents to keep their children at home, wherever possible, and for schools and Colleges to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

It is important to underline that schools, Colleges and other educational establishments, remain safe places for children but the fewer children making the journey to school and College, and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society.

Schools and Colleges are therefore being 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.

Petroc has a responsibility for providing places to vulnerable children, and children of workers critical to the COVID-19 response whilst the College is closed due to the outbreak. Petroc will work with local authorities to agree the provision needed locally to support the learner needs identified. For further information please access [“guidance for Colleges about temporarily closing”](#).

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Author: Deputy Designated Safeguarding Lead	Monitoring & Evaluation: Pandemic Advisory Group

Reporting arrangements

The College's safeguarding arrangements continue in line with our Safeguarding policy.

The Designated Safeguarding Lead (DSL) is: Jane Hanson:
jane.hanson@petroc.ac.uk

The Deputy DSL is: Pete Gammon: peter.gammon@petroc.ac.uk

The College's continuing approach ensures the DSL or a deputy is always available while the College is open. The on duty safeguarding officer can be contacted on 01271 852370 / 07971673031 or by email safeguarding@petroc.ac.uk

Staff will continue to follow the College's safeguarding procedures as set out in the safeguarding policy and advise the safeguarding leads immediately about concerns they have about any child or adult at risk, 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 is at risk of, or experiencing 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:

[Multi Agency Safeguarding Hub](#)

If an adult learner at Petroc is at risk of significant harm, please click the link below for details of how to report these concerns:

[Support for adults](#)

Identifying vulnerability

The Petroc Safeguarding Team, in partnership with external partners have undertaken a scoping exercise to identify the most vulnerable children.

We have put in place specific arrangements in respect of the following groups:

Looked After Children & Previously Looked After Children (A child who has been in the care of their local authority for more than 24 hours is known as a looked after child. Looked after children are also often referred to as children in care, a term which many children and young people prefer).

Contact will be made with these learners by the Enhanced Bursary Mentor (Steve Griggs - steve.griggs@petroc.ac.uk) twice weekly or as agreed with the learner, carer and social worker.

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Children subject to a Child Protection Plan, classified as a Child In Need or have an allocated social worker:

Contact will be made by the safeguarding team twice weekly with these students in agreement with the family and social worker. Where families have requested this to be once per week, this will have been discussed and agreed with the allocated social worker.

Children with an EHCP (Education Health and Care Plan)

Contact will be made by the additional learning support admin team (ALS) and Learning Support assistants as well as lecturing staff, they will maintain regular contact as agreed with the learner and/or parents / carers. Support can be delivered through individual arrangements based on curriculum activity.

Children on the edge of social care involvement or pending allocation of a social worker or other children the College Petroc Safeguarding Team considers vulnerable (Where required these children will be offered a place at College)

Contact will be made by the Safeguarding Team once per week for a welfare check. Regular assessments by this team and conversations with the learners and their parents if necessary occurring to ensure the necessary level of support is offered.

In addition, the following group of learners have access to specific arrangements and provisions from the College including contact and support.

Children of key workers

NB. Contact will be made remotely through telephone calls/Skype or other appropriate methods.

How to Refer Learners to Our Provision and Holiday Arrangements

Learners, Parents or partner agencies can identify themselves, children of theirs or whom they are working with as requiring a provision through the following email routes:

Learners with a social worker, on a child protection plan, classified as a child in need or child in care: Safeguarding@petroc.ac.uk

Learners with an EHCP (education health and care plan): als@petroc.ac.uk

Learners with key worker parents: keyworker@petroc.ac.uk

The College will be open through holiday periods (excluding weekends and public holidays) in line with the needs of our learners who fall into the above categories. The College will continue to regularly review if learners require its services and if so a provision will be supplied.

Attendance

Petroc is following the attendance [guidance issued by the government.](#)

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Where a child is expected and does not arrive the College will follow our attendance procedure and make contact with the family. If contact is not possible by 10am the Safeguarding Team must be informed. The Safeguarding Team will attempt a range of methods to contact the parent (Skype, FaceTime, through a relative etc) but if necessary arrange a home visit by the appropriate agency. A risk assessment will be undertaken to consider and manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 does not override the duty on the College to ensure children, young people and vulnerable adults are safe.

Petroc Staff Will be Aware of The 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, and financial or health anxiety. These areas should be considered in the setting of any work for young people and adults 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 Team about any concerns.

There is also ["Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the Coronavirus \(COVID-19\) outbreak"](#)

Peer on Peer Abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school 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 schools and Colleges as an interim measure and similar. When making contact with these families our staff will ask about any concerning relationships between learners.

Risk Online

Young people will be using the internet more during this period. The College will also use online approaches to deliver training or support. Staff will be aware of the signs and signals of [cyberbullying](#) and other [online risks](#) and apply the same child-centred safeguarding practices as when children were learning at the College.

The College has taken on board guidance from the [UK safer internet centre](#) on safe remote learning. We have reviewed the staff code of conduct and information sharing policies accordingly.

Staff have discussed the risk that professional boundaries could slip during this exceptional period and have been reminded of the College's Code of Conduct and importance of using College systems to communicate with children and their families.

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Children and young people accessing remote learning will receive guidance on keeping safe online and know how to raise concerns with the College, promoting [childline](#), the [UK safer internet centre](#) and [CEOP](#) with our learners.

Parents and carers will receive information about keeping children safe online with peers, the College and other education offers they may access and the wider internet community. Parents will be offered the following links:

[Internet matters](#) - for support for parents and carers to keep their children safe online

[net aware](#) - for support for parents and carers from the NSPCC

[Parental Info](#) - for support for parents and carers to keep their children safe online

[Think you know](#) - for advice from the National Crime Agency to stay safe online

[Uk safer internet 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](#).

Allegations or Concerns Against Staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. 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 tTeam.

Staff who have a concern about a member of staff or volunteer should follow the flow chart set out in Appendix 5 of the safeguarding policy.

We have confirmed the arrangements to contact the [LADO](#) at the local authority remain unchanged.

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.

New Staff or Volunteers

New starters must have a Safeguarding induction before starting or on their first morning. They must read the College's safeguarding policy, the learner rights and responsibilities policy, the whistleblowing policy and the code of conduct. New staff must also read [Keeping Children Safe in Education 2019 Part 1 and Annex A](#). The DSL or deputy will ensure new

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staff or volunteers know who to contact if they are worried about a child, young person or vulnerable adult and ensure the new starters are familiar with the College's safeguarding procedures.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children or young people, 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, that the appropriate DBS check has been undertaken by that setting, we will undertake a written risk assessment to determine whether a new DBS would need to be undertaken.
- Regarding members of school or College workforce already engaged in regulated activity and who have already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or College to support the care of children. The type of setting on the DBS check, eg category of school is not a barrier.

Our Child Protection Procedures Remain 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.

The College will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).

When undertaking ID checks on documents for the 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.

The College will update the Single Central Record of all staff and volunteers working in the College, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by the College's Human Resources team.

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New Children or Young People coming the College as a result of COVID-19

Where children or young people join our College from other settings we will require confirmation from the DSL at their normal setting whether they have a Safeguarding File, SEN statement/EHCP, child Protection, Child in Need or Child in Care status. This information must be provided securely and ideally before the child begins at our College and a call is made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstances this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our College will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL or a deputy will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded in that child's, young person or adult's safeguarding file.

This policy has been remotely approved by Governors on [date] and is available on the College's website at link

Useful Resources:

[Coronavirus \(COVID-19\) Safeguarding in schools and Colleges](#)

[Keeping Children safe in Education](#)

Petroc [Safeguarding Disclosure form](#)

[UK safer internet Centre](#)

Petroc [Safeguarding Team](#)

[Safeguarding Flowchart and other resources](#)

[Advice from Public Health England on Handwashing and other Measures to limit the risk of spread of Coronavirus](#)

[Parent Power](#)

[Young Minds](#)

[NSPCC](#)

[London Grid for Learning](#)

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