

BHASVIC

COVID-19 BHASVIC SAFEGUARDING POLICY ADDENDUM 1

Second Edition: January 2021





BHASVIC

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COVID-19 College closure arrangements for Safeguarding and Child Protection at BHASVIC

BHASVIC:

Policy owner: Alison Cousens

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1. Context

From 5th January 2021 parents/carers were asked to keep their children and young people at home, wherever possible, and for educational providers to remain open only for specified groups.

Colleges were asked to provide care for a limited number of young people: those who are vulnerable, and those whose parents/carers are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Brighton Hove and Sussex Sixth Form College Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements during the COVID-19 response in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Alison Cousens	07483 914 376	a.cousens@bhasvic.ac.uk
Deputy Designated Safeguarding Lead(s)	Matt Bannister (supported by frontline safeguarding team)	01273 552200 ext 5818	m.bannister@bhasvic.ac.uk safeguarding@bhasvic.ac.uk
Principal	William Baldwin		w.baldwin@bhasvic.ac.uk

Chair of Governors	Sandra Prail		s.prail@bhasvic.ac.uk
Safeguarding Governor	Andrew Wright & Neil Perry (temporary cover)		adwright100@gmail.com Neil.Perry@lgim.com

2. Vulnerable students

Vulnerable students include those who have a social worker and those young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include students who have a Child Protection Plan and those who are looked after by the Local Authority. A young person 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 young people with EHC plans can safely remain at home.

Eligibility for free college meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable students are. They have the flexibility to offer a place to those on the edge of receiving children's services social care support.

BHASVIC will continue to work with and support students' social workers to help protect vulnerable children and young people. This includes working with and supporting students' social workers and the local authority virtual school head (VSH) for looked-after and previously looked after children. The lead persons for this will be: Tania Banks and/or Jamal Salman (for our ESOL cohort)

BHASVIC will encourage our vulnerable young people to maintain positive contact with the college throughout any remote working period. Whilst there is an expectation that vulnerable children under 16 who have a social worker, need to attend an education setting, (unless they have an underlying health condition), it is likely to be safer for all those who are over 16 to work remotely. The college will contact each student to verify their individual circumstances and ensure they are offered ongoing pastoral support, regular check-ins and frequent contact with a named member of staff to check on their overall welfare whilst remote teaching and learning is in place.

In circumstances where, following a decision by SMT to re-open all or part of the college site as part of an easing of lockdown restrictions, a parent/carer does not want to bring their vulnerable young person to an education setting, the social worker and BHASVIC will explore the reasons for this directly with the parent/carer. Where parents/carers are concerned about the risk of the student contracting COVID19, BHASVIC or the social worker will talk through these anxieties with the parent/carer, following the advice set out by Public Health England. A suitable risk assessment may be carried out at this point.

3. Attendance monitoring

In the event that BHASVIC has any young people in attendance during a lockdown period (e.g. because they are vulnerable or have been invited onsite to access IT as a priority need) 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 college has closed, we will complete the return once as requested by the DfE.

As outlined in section 2, above, at the start of any lockdown period, BHASVIC will confirm vulnerable learner arrangements with parents/carers and social workers via e-mail, as well as with students, to agree whether those defined as 'Children in Need' should be attending college. BHASVIC will then follow up on any student who they were expecting to attend, who does not.

4. Designated Safeguarding Leads and safeguarding support team

BHASVIC has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

- The Designated Safeguarding Lead is: Alison Cousens
- The Deputy Designated Safeguarding Lead is: Matt Bannister

There is also a frontline safeguarding support team:

- Guidance Managers
- Jo Usher (Student Services Manager)
- Jackie Davies (Welfare Officer)
- Jamal Salman (ESOL Co-ordinator)

It is important that all BHASVIC staff and volunteers continue to have access to a trained DSL (or deputy). At the start of any lockdown period safeguarding contact information will be published on the main college website. The DSL (or deputy) will ensure access to CPOMS is maintained for all relevant staff to enable record-keeping and updates whilst working remotely.

If the college site is open, the optimal scenario is to have a trained DSL, DDSL or member of the frontline safeguarding support team available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL, DDSL (or other trained member of frontline safeguarding team) is not on site, a senior leader will assume responsibility for co-ordinating safeguarding on site, in liaison with the DSL/DDSL remotely. This might include liaising with a student's social workers where they require access to vulnerable learners and/or to carry out statutory assessments at the college.

During lockdown, the DSL/DDSL and safeguarding support team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. Reporting a concern

Staff are reminded of the need to report any concern immediately and without delay. Where staff have a concern about a student, they should continue to follow the process outlined in the college's main Safeguarding and Child Protection policy, this includes making a report via CPOMS on the main staff dashboard via the website.

If a member of staff cannot access their CPOMS from home, they should email safeguarding@bhasvic.ac.uk or contact the Designated Safeguarding Lead, DDSL or a member of the frontline safeguarding team. This will ensure that the concern is received.

Where staff are concerned about an adult working with students in college, they should report the concern to the Assistant Principal (DSL) or Principal. Concerns around the Principal should be directed to the Chair of Governors: Sandra Prail.

6. Safeguarding Training and induction

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.

All existing college staff have had safeguarding training and must have read part 1 of [Keeping Children Safe in Education 2020 \(part 1\)](#). If there are any new local arrangements, which require different reporting processes to those outlined in section 5, above, and the main Safeguarding &

Child Protection policy, the DSL will communicate updates with staff, so they know what to do if they are worried about a student. Where new staff are recruited, or new volunteers enter BHASVIC, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or young person's workforce setting to BHASVIC, we will take into account the DfE supplementary guidance on safeguarding 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 young people
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the college's safeguarding and child protection policy, confirmation of local processes and confirmation of DSL/ DDSL arrangements.

7. 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 and young people. BHASVIC has adapted its recruitment procedures to enable remote interviewing, but will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of [Keeping Children Safe in Education \(2020\) \(KCSIE\)](#).

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. BHASVIC 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, young person or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

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

Where BHASVIC 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.

BHASVIC 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

8. Online safety in college

BHASVIC will continue to provide a safe environment, including online. This includes the use of an online filtering system when on-site. If the college site is open, and students are using computers, the usual appropriate supervision will be in place. Online monitoring through NetSupport DNA is also available to support safeguarding when students are on-site.

9. Online safety away from college

It is important that all staff who interact with students, including online, continue to look out for signs that they may be at risk (see section 5, above). Any such concerns will continue to be dealt with as per the main Safeguarding and Child Protection Policy and where appropriate referrals should still be made to external agencies, including the relevant local authority, children's social care or the police. Due vigilance

regarding online safety and, in particular, the Prevent Duty in relation to risks of radicalisation and extremism is required. Staff, parents & carers and students will be updated via the website noticeboards and in e-mail communications and briefings regarding local threats, and referral pathways.

Online teaching and support for learners should follow the same principles as set out in the staff code of conduct and guidance for remote teaching and learning, issued by CQT. Relevant documents can be found under the COVID-19 section of the Staff Intranet <https://intranet.bhasvic.ac.uk/staff/staff-intranet/covid-19/>

Please also refer to the remote working policy on the HR section of the staff intranet (also posted under [Staff Guidelines COVID-19](#) section) and the key principles for remote working online which includes information regarding use of online learning tools and systems. You must consider privacy and data protection/GDPR requirements at all times.

Below are some of the issues to consider when delivering virtual lessons, especially where webcams are involved, to keep yourself and your students safe:

- TEAMS is our approved platform for communication with students; it is a safe, controllable environment housed in our college cloud environment.
- Use TEAMS to communicate with individual students via Chat or Calls.
- If using a webcam/video, consider what students will see of your personal environment. Site your computer in a suitable position and blur the background (TEAMS function).
- We usually require students to turn off their video cameras so that you do not view their personal environment/clothing/family members. If you choose to let students switch video cameras on, please ensure that you discuss safeguarding and appropriate behaviour with them first and agree protocols for them to participate with camera on.
- At the start of a class session, advise the class that the session will be recorded. All sessions should be recorded, so that if any issues were to arise the video can be reviewed, but also to enable students to access content if they are unable to participate in the live event.
- Keep live classes to a reasonable length of time, otherwise the streaming may prevent the family 'getting on' with their day.
- Consider the language you use – it should be professional and appropriate - including for any of your family members in the background.

10. Supporting students not in college

BHASVIC is committed to ensuring the safety and wellbeing of all its children and young people. Where the DSL/DDSL or safeguarding team has identified a young person to be on the edge of social care support, or who has particular vulnerabilities which would normally receive pastoral type support in college, they will ensure that a communication plan is in place for that young person. A list of vulnerable learners is kept and updated by the Guidance Management team, who will be responsible for organising and monitoring regular contact, from tutors, Additional Learning Support or other staff.

A record of contact should be kept. Casework tracking on Advantage is recommended. CPOMS can be updated as needed, and TEAMS or e-mail records of contact can also suffice. The communication must be reviewed regularly and where concerns arise, the DSL/DDSL will consider any referrals as appropriate.

BHASVIC recognises that college is a protective factor for young people, and the current circumstances can affect the mental health of students and their parents/carers. Staff at BHASVIC have been asked to be aware of this in setting expectations of student work where they are at home. See the COVID-19 section of the Staff Intranet for further guidance on Student Wellbeing and setting work remotely.

The college will also continue to share safeguarding and wellbeing on its website and social media pages, the parent/carer web page and include wellbeing as part of the remote learning tutorial activities.

11. Supporting students in college

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

BHASVIC will continue to be a safe space for all students to attend and flourish. Where SMT have re-opened the college as part of easing of lockdown, or to support vulnerable learners, the Principal will ensure that appropriate staff are on site and staff-to-student ratio numbers are appropriate, to maximise safety.

BHASVIC will refer to the Government guidance for education 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.

Where BHASVIC has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Governing body.

12. Peer on Peer Abuse

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

Where a college receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the existing Safeguarding and Child Protection Policy. The college will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded on CPOMS and appropriate referrals made.

13. Support from the Governors, Schools Wellbeing Service and local authority

The Chair of Governors and Safeguarding Lead Governor will be kept informed of all safeguarding arrangements and may be invited to join with strategic discussions (for example in the online safety group). The Governors can provide additional support and guidance, as appropriate, to enable the DSL/DDSL and frontline safeguarding team to carry out their role effectively.

The college will also continue to have active support from BHISS Schools Wellbeing team and the local authority safeguarding lead for expert external advice and guidance. The frontline safeguarding team will be able to access group and individual reflective practice sessions from our BHISS Primary Mental Health worker, as required, or access counselling support from HR. This may take the form of an online meeting or phone call.