



Launceston College

A Multi Academy Trust

Launceston College Child protection and safeguarding: COVID-19 addendum

Updated on: 20 April 2020

Review by: 11 May 2020

Reviewer: DAE

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Dave Egford	stfdae@launcestoncollege.org.uk
Deputy DSLs	Corinne Greening Elizabeth Wells Sarah Rowland	Corinne@ launcestoncollege.org.uk stfecw@ launcestoncollege.org.uk Sarah@ launcestoncollege.org.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Jenn Burn	stfjb@ launcestoncollege.org.uk
Headteacher	Jenn Burn	stfjb@ launcestoncollege.org.uk
Local authority designated officer (LADO)	Cornwall LADO	01872 326536
Chair of governors	Adam Slater	aslater@launcestoncollegemat.org.uk

1. Scope and definitions

This addendum applies during the period of College closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners and local authority (LA).

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately

- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

If you have a Safeguarding concern regarding a student at Launceston College you are to email Dave Egford (DSL), cc'ing in the Deputy DSLs Corinne Greening, Elizabeth Wells and Sarah Rowland (the email addresses can be found on the table above) with your concern in one email. You will get a reply acknowledging this email.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL or member of the Leadership Team on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in College, they can be contacted remotely by the email addresses above.

We will keep all College staff and volunteers informed by email as to College opening plans and the staff on-site each day. The member ALT on-site will contact the DSL if issues arise in College. The Safeguarding team listed above will continue to be the Safeguarding team whether in College or not.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our College are.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in College
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

6. Monitoring attendance

As most children will not be attending College during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend College during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by key Pastoral staff making phone calls home to make contact and conversation
- Notify their social worker, where they have one.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school. We are also reporting attendance to the local authority as requested.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse. Staff should continue to act on any concerns they have immediately.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in College to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If a member of staff has a Pastoral concern about a student please email directly the Head of House.

HOUSE	NAME	CONTACT DETAILS
Causley	Paul Daymond Elizabeth Wells	stfpkd@launcestoncollege.org stfecw@launcestoncollege.org
Hepworth	Tom Lyle Deannah Hart	stftl@launcestoncollege.org stfdjh@launcestoncollege.org
Rescorla	Samantha Hendy Rebecca Scott	stfsh@launcestoncollege.org stfrs@launcestoncollege.org

HOUSE	NAME	CONTACT DETAILS
Trevithick	Emma Thompson Paul Butcher	stfejt@launcestoncollege.org stfpeb@launcestoncollege.org

If these children will not be attending College, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending College

10.1 Contact plans

We have contact plans for children we have determined would benefit from additional pastoral support and not only ones with a social worker and children who we have safeguarding concerns about.

For all these students who are not attending College we are following this system –

Current child protection concerns and children in Care: 24 students DAE / C Greening / ECW

- Twice weekly Phone contact
- Liaising with all necessary professionals as usual
- Attending any planned review meetings, including PEPs unless advised otherwise
- Use of school management information system to record and report contact

For the families we have identified as needing additional pastoral support - 266 students split between 28 members of staff

- Phone contact once a week
- Use of school management information system to record and report
- Sixth form student will be monitored by SR and HR (D Hawkins to be brought in to the main support group).
- Students in the ARB will be monitored by Emma Hall. Louise Rash and Michele Prout will continue to support children with EHCPs.

We have agreed these plans with children's social care where relevant, and will review them with our regular contact with these agencies.

If we can't make contact, we will escalate through the College Pastoral system and the safeguarding team will determine next course of action e.g. contacting children's social care or the police.

The DSL/DAE will monitor the checking document regularly, the minimum expectation being at least once a week, to ensure that welfare calls are being made and recorded appropriately, and that concerns are being escalated when required. Weekly sampling of the system and related documentation will be conducted by the DSL to ensure safeguarding remains effective. A weekly report will be generated for the Principal.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns

immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In College

We will continue to have appropriate filtering and monitoring systems in place in College.

If IT staff are unavailable, our contingency plan is to contact a member of the Academy Leadership team who will advise and guide where necessary.

11.2 Outside College

Where staff are interacting with children online, they will continue to follow our existing code of conduct.

We are continuing to refine our understanding on keeping ourselves safe whilst conducting remote learning and all guidance regarding this will come from Jenn Burn or Dan Wendon

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our College is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our College provides
- Know where else they can go for support to keep their children safe online for example the use of the NSPCC website or contacting Cornwall Children's services through the MARU or the Early Help Hub (please see main policy)

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all students. Our Inclusion lead worker is in contact with students and families to promote this and is working with the wider Pastoral team in how to support students.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our College are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our College.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other Schools

We will assess the risks of staff 'on loan' working in our College, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These risk assessments would be completed by the CEO of the MAT.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

- Everyone working or volunteering in our College each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them

- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3-4 weeks by Dave Egford and Jenn Burn. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- E-safety safety policy

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

- Policy owner: Mrs Averill Jewell
- Date ratified by governors: 20th April 2020
- Date shared with staff: 21st April 2020

Contents:

- 1.0 Context
- 2.0 Vulnerable children
 - 2.1 Attendance monitoring
 - 2.2 How will this look in our schools
 - 2.3 Those vulnerable children not attending school
- 3.0 Designated Safeguarding Lead
 - 3.1 DSL in school
 - 3.2 Informing staff
- 4.0 Reporting a concern
 - 4.1 Reporting a concern about an adult/the HT
- 5.0 Safeguarding training and induction
- 6.0 Safer recruitment/volunteers and movement of staff
- 7.0 Online safety in schools and colleges
 - 7.1 Children and online safety away from school and college
 - 7.2 Online safety at home
- 8.0 Supporting children not in school
- 9.0 Peer-on-Peer abuse

1.0 **Context**

This appendix has been developed in response to and aligned to DfE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers> published 27th March 2020.

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for vulnerable children and those 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** (see para 2), and
- children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA or DfE. This appendix of the Safeguarding and Child Protection policy will also be reviewed should school play 'host' to a collapsed provision or direct pupils/staff to a 'cluster' school. The review will then consider any information about 'hub' working issued by the DfE, and consideration will be made for example on, the sharing of vulnerable pupil information, the reporting of concerns and updating of safeguarding files.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their DSL team or school leaders if further clarification is required. All staff should continue to have access to the Child Protection policy, Code of Conduct and KCSiE 2019 where further details and information can be found.

The schools' safeguarding team (DSL, Safeguarding Governor etc) and their contact details can be found in the main body of the Schools Safeguarding Policy. Changes to the DSL and DDSL during these exceptional circumstances can be found in para 3 of this appendix. Any changes will be shared with all staff and volunteers of the school.

2.0 Vulnerable children

Vulnerable children include those who have a social worker (including children in care) and those children and young people up to the age of 25 with education, health and care plans (EHCPs). A child may also be deemed to be vulnerable if they have been assessed (by the school, or other professional) 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 SENDCO, Local Authority 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 and available, 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 (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

School leaders must also consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell, or showing the symptoms of Covid -19 (as defined by current government guidelines) they will expect the child to remain at home and the school will offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school.

If the school has information that parents are not following current government guidelines Leaders will use their professional discretion, working with any partner agencies and LA officers to agree appropriate action. This will firstly take into account the child's safety however where other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children, then appropriate action will be agreed by the school together with the social worker/LA.

Bideford 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 authority virtual school head (VSH) for looked-after and previously looked-after children. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be Averill Jewell.

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 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 school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Bideford College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if not possible by other means.

2.1 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. Key staff and social workers will agree with parents/carers whether children in need and those on CP should be attending school – we will then follow up ([Schools Safeguarding of Vulnerable Children During Covid 19](#)) on any pupil that we were expecting to attend, who does not.

Bideford 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.

School will complete a return online so the DfE can monitor who is in school and who isn't by midday everyday https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The LA has a duty to monitor vulnerable children's attendance and Bideford College will be completing the necessary spreadsheets and returning to schoolsdailyreturns@devon.gov.uk daily.

2.2 How will this look in our school?

To support the above, Bideford 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 school, or discontinues, Bideford College will take the actions described in the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

2.3 Those vulnerable children not attending school

Those vulnerable children who are not attending school will be contacted on a regular basis so that school are satisfied that they are safe. School will follow the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#) along with that from other agencies working with the pupil and family. The DSL or Deputy DSL will review their RAG ratings for this group at least weekly taking into account any reported concerns from school contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the schools central vulnerable group spreadsheet and shared with the Principal if not DSL. **Any changes in the RAG rating will be sent to the LA on this link so the master records can be updated.**
schoolsdailyreturns@devon.gov.uk

3.0 Designated Safeguarding Lead (DSL)

Bideford College has a Designated Safeguarding Lead (DSL) and a Deputy DSL. During this extra ordinary situation their contact details are as follows:

Role	Name	Contact Number 1	Contact Number 2	Email
Designated Safeguarding Lead	Averill Jewell	01237 477611		ajewell@bidefordcollege.org
Deputy Designated Safeguarding Lead	Rachel Vowles	01237 477611		rvowles@bidefordcollege.org
Deputy Designated Safeguarding Lead complete/add if necessary	Kaye French	01237 477611		kfrench@bidefordcollege.org

3.1 DSL cover in school

The optimal scenario is to have a trained DSL (or deputy) 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 (or deputy) 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 child protection records and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

3.2 Informing staff

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, Bideford College will inform all staff and volunteers of changes to the details above.

Therefore, each day staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.

Any changes to the Safeguarding team details will also be shared with Babcock LDP and Devon County Council.

4.0 Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Principal or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should follow the escalation process as laid out in [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

4.1 Reporting a concern about an adult/the HT

Where staff are concerned about an adult working with children in the school, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal immediately.

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

David Humphries - . gov.dhumphries@bidefordcollege.org

5.0 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, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they have or will miss their refresher training. All existing school staff who have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019), are similarly likely to not receive whole staff training during this time.

DSLs should therefore communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction as deemed appropriate by the Designated Safeguarding Lead.

6.0 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, Bideford 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. Where Bideford 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.

Bideford 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. Bideford 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, Bideford College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Where staff are required to work in schools that are not their normal place of work, senior leaders 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
- there is no ongoing disciplinary investigation relating to that individual

There is no requirement to list such individuals in the schools SCR, unless leaders choose to do so as long as such written confirmation is received. School will retain this evidence until such time as the current restrictions on schools are lifted and in line with our current data and information retention policies.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust or Federation HR Manager or equivalent senior leader that the member of staff has received appropriate safeguarding training and all pre-employment safeguarding requirements are in place.

Upon arrival, they must have access to a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details.

7.0 Online safety in schools and colleges

Bideford 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 school, appropriate supervision will be in place.

7.1 Children and online safety away from school and 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 or suffering abuse. Any such concerns should be dealt with as per the Child Protection Policy (and where appropriate the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)) . Referrals should still be made to MASH/social worker and as required, to the police. Online teaching should follow the same principles as set out in the code of conduct.

Bideford College will ensure any use of **online learning tools** and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only, unless as a result of risk assessments confirmed with the Principal. This may for example involve having the parent in the room.
- 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.

- 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.
- Staff must only use platforms agreed by school leaders
- Staff should record the length, time, date and attendance of any sessions held.

7.2 Online safety at home

School will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow.

8.0 Supporting children not in school

Bideford College is committed to ensuring the safety and wellbeing of all its children. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). The plans put in place will as a minimum reflect the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

Bideford College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at least weekly and where concerns arise, the DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages. Birecognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents and carers

All staff at Bideford College need to be aware of this in setting expectations of pupils' work where they are at home. Bideford 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 recorded. Bideford College is committed to ensuring the safety and wellbeing of all its students. We 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 pupil ratio numbers are appropriate, to maximise safety. Bideford College will continually refer to the most recent 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. Where staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they discuss them immediately with senior leaders.

9.0 Peer on Peer Abuse

Bideford College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school 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 of the Child Protection Policy.

The school 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 must be recorded and appropriate referrals made.