

Launceston College Child protection and safeguarding: COVID-19 addendum

January 2021

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Dave Egford	stfdae@launcestoncollege.org.uk
Deputy DSLs	Elizabeth Wells	stfecw@ launcestoncollege.org.uk
	Sarah Rowland	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

There's space in section 5 specifically for this, and throughout we've highlighted where else you're likely to want to adapt the text, but you may also need to add to or adapt other parts accordingly.

1. Scope and definitions

This addendum applies during the period of school 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 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> and should be read in conjunction with that policy.

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

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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 please use the College CPOMS system as per the normal College system. This is accessed via the College portal and can be accessed remotely.

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 school, they can be contacted remotely by the email addresses above

We will keep all school staff and volunteers informed by email as to school opening plans and the staff on-site each day. The member ALT on-site will contact the DSL if issues arise in school. 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 school 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 school
- 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

Recording attendance

All pupils who are not eligible to be in school will be marked as Code X. They are not attending because they are following public health advice.

As vulnerable children are still expected to attend school full time, they will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining).

If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The Principal will consider any applications for leave of absence given the exceptional circumstances. These will be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where any child we expect to attend school 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 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 school 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 stfrrs@launcestoncollege.org
Trevithick	Emma Thompson Paul Butcher	stfeit@launcestoncollege.org stfpeb@launcestoncollege.org

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

10. Safeguarding for children not attending school

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: 36 students. Sarah Rowland and Lisa Moore to make phone contact for those not in College

- 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 all students

- Daily online video contact with tutor and class teachers
- Phone contact once a fortnight by tutor or assigned key worker
- Use of school management information system to record and report
- 6th 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.
- Michele Prout will continue to support children with EHCPs with weekly calls.
- Lead LSA's will support students on the SEN register with K with weekly phone calls.

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.

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 school

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

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 school

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 school 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 school 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 pupils. 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 school 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 school.

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 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 school, 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 school 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 6 weeks by Dave Egford and Jenn Burn. At every review, it will be approved by the 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