



PLUMPTON COLLEGE --- GROUP

Safeguarding Policy – Covid-19 Addendum

This policy sets out a framework for dealing with safeguarding. The policy is applicable to all employees within the **Plumpton College Group**.

Any reference to Plumpton College is relevant to the Plumpton College Group, meaning any employee employed by its subsidiaries, its holding company or any subsidiary of its holding company.

SMT Assigned Owner	Phaedra Tanghe
Document Author	Sarah Bolland
Approved by	Corporation/SMT
Date of Approval	23 rd February 2021
Frequency of review	Every 4 weeks (at the monthly Safeguarding meeting)
Date of next review	5 th March 2021

The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

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Important contacts – for period of home working/Covid Lockdown

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sarah Bolland	<ul style="list-style-type: none"> 07387 411840 MS Teams safeguarding@plumpton.ac.uk sarah.bolland@plumpton.ac.uk
Deputy DSL	Tracy Tourle	<ul style="list-style-type: none"> 07387 411384 MS Teams safeguarding@plumpton.ac.uk Tracy.tourle@plumpton.ac.uk

ROLE	NAME	CONTACT DETAILS
Other DSL trained staff:	Phaedra Tanghe James Hibbert Jeremy Kerswell Natalie Wright	Phaedra.tanghe@plumpton.ac.uk James.hibbert@plumpton.ac.uk Jeremy.kerswell@plumpton.ac.uk Natalie.Wright@plumpton.ac.uk (currently unavailable) All available on MS Teams
Designated member of senior leadership team if DSL (and deputy) can't be available.	Phaedra Tanghe	<ul style="list-style-type: none"> • Phaedra.tanghe@plumpton.ac.uk • MS Teams • 01293 892061
Local authority designated officer (LADO)	ESCC LADO (Current interim Sam Efde)	https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/referrals/form-lado-referral/ Lado referral form
Safeguarding Link Governor –	Stan Stanier	R.A.Stanier@brighton.ac.uk

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It sets out changes to our normal Safeguarding policy in light of coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal safeguarding policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect students who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

Vulnerable children

In this addendum, where we refer to vulnerable children, this means those who:

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

Below are some of reasons through internal assessment Plumpton College may consider a student to be vulnerable:

- On the edge of receiving support from children's social care services or in the process of being referred
- Adopted or on a special guardianship order
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Care leavers
- Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- In need of support for their mental health

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should 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 college 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 student immediately. It is still vitally important to do this, both for students at college on site or those at off site and at home.

We continue to use the same process of Pro Monitor Confidential Comments for Safeguarding referrals and continue to receive other concerns through safeguarding@plumpton.ac.uk.

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 will have a trained DSL or deputy DSL available throughout college hours during term time. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will ensure the staff are aware of how to contact DSL or Deputy.

On occasions where there is no DSL or deputy available, a member of the Senior Management Team will take responsibility for co-ordinating safeguarding. This will be Phaedra Tanghe or James Hibbert. You can contact them via email on Phaedra.tanghe@plumpton.ac.uk or James.hibbert@plumpton.ac.uk

The Senior Manager will be responsible for liaising with the 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
- › Ensure thorough handover upon the return of the DSL.

5. Working with other agencies

We will continue to work with children’s social care, with virtual college heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our local safeguarding partners.

6. Monitoring attendance

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for students learning remotely) and what data to submit.

Where any child we expect to attend college doesn’t attend, or stops attending, we will:

- › Follow up on their absence with their parents or carers, by phone and email.
- › 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 – about both children attending college and those at home by reporting these concerns through Pro Monitor to the Student Wellbeing & Safeguarding team or via safeguarding@plumpton.ac.uk

8. Concerns about a staff member, supply teacher 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 – whether those concerns are about staff/supply teachers/volunteers working on site or remotely. These concerns must go directly to the DSL or the Principal and Deputy Principal.

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. Contact plans

We have support contact plans for all children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out

- How often the college will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, email, whatsapp or Teams.

If we can't make contact, we will inform the social worker immediately, or some cases the police.

10. Safeguarding all children

10.1 All children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk. Especially the raised risk of online harm and domestic violence.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students' mental health that are also safeguarding concerns. They will act on concerns immediately in line with the procedures set out in section 3 above.

10.2 Children at home

The college will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use college phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to college systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In college

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

The DSL continues to work closely with Learning Technology and IT on improving and reviewing online safety.

Students are given Online Safety guidance throughout the year through the student induction, course Teams pages, Safeguarding email updates, Aspire tutorials, iDea programme, and through 1:1 tutorials.

Staff have attended a mandatory session of *Online Safety Safeguarding Students* internal training delivered by the DSL in response to the lockdown and current risk.

11.2 Outside college

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

Staff can only contact under 18 students within college daytime hours of 8.30am to 5pm when a DSL is on duty, unless authorised by a member of the safeguarding team or SMT.

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 college, 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
- › Aware what our college is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our college.
- › Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our college provides
- › Know where else they can go for support to keep their children safe online – See Parents Online Safety guide for more information.

12. Mental health

If any student, parent or carer has concerns about a student's mental health and wellbeing, they should contact Student Wellbeing & Safeguarding via safeguarding@plumpton.ac.uk or the Wellbeing WhatsApp 07387 411834. The college will make sure students, parents and carers are aware of this.

12.1 Children in college

Staff and volunteers will be aware of the possible effects that this period may have on students' mental health. They will look out for behavioural signs, including students being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

12.2 Children at home

Where possible, we will continue to offer our current support for student mental health for all students.

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

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

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. 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 in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from our local safeguarding partners or the Department for Education is updated, and as a minimum every 4 weeks by the DSL and Assistant Principal – Student Support. At every review, any updates will be shared with the governors through the Principal's report.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy
- Staff code of conduct
- IT policy – Student User Policy
- Health and safety policy
- Anti-bullying and harassment policy