

Addendum - 15th June 2020

This guidance is to be read alongside the College's Safeguarding Policy and Procedure and the Keeping Children Safe in Education 2019 -Statutory guidance for schools and colleges on safeguarding children and safer recruitment.



## **COVID-19 closure arrangements for Safeguarding and Child Protection at Hugh Baird College**

**Policy owner:** Vice Principal (People, Organisational Development & Culture)

**Date:** 15<sup>th</sup> June 2020

## **1. Context**

From week commencing 1 June 2020, the Government is asking schools and colleges to plan to welcome back more children, as part of the response to Coronavirus (COVID-19). Colleges are expected to begin some face to face contact with Year 10 and 12 learners together with supporting those learners who are required to complete final practical assessment as part of the requirement for their qualification.

The way Hugh Baird College is currently operating in response to Coronavirus continues to be different, however, as more learners return, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:

- the best interests of children will always come first
- if anyone has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy DSL is available in College or via video call
- unsuitable people are not allowed to enter the College's workforce and/or gain access to learners
- learners should continue to be protected when they are online.

Any wider opening risk assessments, as set out in [action for education and childcare settings to prepare for wider opening \(1 June\)](#) and related Health and Safety risk assessments will be appropriately linked into our safeguarding approach and safeguarding policy.

This addendum of Hugh Baird College's Safeguarding Policy and Procedures contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current [Safeguarding Policy and Procedures](#), and details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable Children
3. Children open to Early Help
4. Children not currently known to early Help or Children's Social Care
5. Attendance Monitoring
6. Designated Safeguarding Leads
7. Reporting a concern
8. Safeguarding Training and Induction
9. Safer recruitment/volunteers and movement of staff
10. Supporting Well Being
11. Online safety in schools and colleges
12. Children and online safety away from school and college
13. Supporting Learners in College
14. Children who attend or transfer to another setting
15. Peer on Peer Abuse
16. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse

17. Mental Health
18. Working in Partnership with Merseyside Police
19. Useful Contacts
20. Review of the Policy
21. Further sources of support

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Cath Sullivan	0151 353 4447 07971 726225	Cath.sullivan@hughbaird.ac.uk
Deputy Designated Safeguarding Leads	Louise Noon	0151 353 4460	Louise.noon@hughbaird.ac.uk
Principal & Chief Executive	Rachael Hennigan	0151 353 4600	Rachael.hennigan@hughbaird.ac.uk
Chair of Governors	David Crosby	N/A	David.crosby@hughbaird.ac.uk
Safeguarding Governor	Judith Simmons	N/A	Judith.simmons@hughbaird.ac.uk
LA Designated Lead Education Safeguarding	Tracy McKeating	07837863075	<a href="mailto:Tracy.mckeating@sefton.gov.uk">Tracy.mckeating@sefton.gov.uk</a>

## 2. Vulnerable children

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

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child 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. (Child in Need)

Those with an EHC plan will be risk-assessed in consultation with the 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, 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.

Hugh Baird 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. The lead people for this will be; Cath Sullivan (Designated Safeguarding Lead) and Louise Noon (Deputy Designated Safeguarding Lead).

Where parents are concerned about the risk of the child contracting COVID19, Hugh Baird College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Hugh Baird College will encourage our vulnerable children and young people to continue to attend in accordance with a learner’s timetable through the remote delivery methods that have been put in place.

### 3. Children currently open to Early Help

Children currently being supported by Early Help will largely not attend school during this period, however, if the College has any specific concerns regarding a child open to Early Help in the first instance this should be discussed any concerns they have with Tracy McKeating LA DSL Education Safeguarding who can be contacted on 07837863075 or at [tracy.mckeating@sefton.gov.uk](mailto:tracy.mckeating@sefton.gov.uk)

Support for Early Help can also be accessed from the Family Wellbeing Centres in Sefton. There are 3 currently operating across North, Central and South Sefton.

North Locality	Talbot Street Family Well Being Centre St Andrew Place PR8 1HR	01704 534975
Central Locality	Netherton Family Well Being Centre Magdalen Square, Bootle L30 5QH	0151 282 1405
South Locality	Marie Clark Family Well Being Centre Linacre Lane Bootle L20 5A	0151 330 5260

### 4. Children not currently known to Early Help or Children’s Social Care.

In the event a school/college has concerns about a child not currently known to either Early Help or CSC a referral can be made into the MASH in the usual way. If a school/professional has concerns about a child that relate specifically to Covid19, at this time CSC would encourage professionals to ring the MASH for a conversation about individual case before completing a referral.

### 5. Attendance monitoring

The College will resume usual day-to-day attendance registers and processes in accordance with existing policies, for learners returning to site from 15 June 2020, and adhere to the DfE and Local Authority reporting requirements.

## **6. Designated Safeguarding Lead**

Hugh Baird College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Cath Sullivan

The Deputy Designated Safeguarding Lead is: Louise Noon

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 video call or phone - 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 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.

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

## **7. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the College's Safeguarding Policy, this includes making a report via "Push the Button", which can be done remotely.

In the unlikely event that a member of staff cannot access their desktop from home, they should email the Safeguarding Team, this will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned that an adult working, including volunteering, with children in the College has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm

they should notify the DSL or DDSL who will be responsible for making a referral to the Local Authority. The referral to LADO must be made within 24 hours of the allegation being made. The LADO in Sefton is Tracey Holyhead and she can be contacted on 0151 934 3783  
Mobile: 07814059604. Email: [Tracey.Holyhead@sefton.gov.uk](mailto:Tracey.Holyhead@sefton.gov.uk)

## **8. Safeguarding Training and induction**

All staff will follow our existing staff code of conduct/behaviour policy and any addendum updates with regards to safer working practice, both on and off site.

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 miss their refresher training. We will keep our staff updated by accessing information and safeguarding messages from Sefton LSCB website and other sources.

All existing College staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the College, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our College, we will 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

Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy and Safeguarding Policy confirmation of local processes and confirmation of DSL arrangements.

## **9. 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, the 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.

If staff are deployed from another education or children's workforce setting to our College, we will 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

Where the 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.

Hugh Baird 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.

Hugh Baird 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](mailto: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, the College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **10. Supporting Wellbeing**

Hugh Baird College recognises that staff, parents/carers and learners may experience some degree of emotional wellbeing or anxiety challenges as more learners return to College, and recognises that many learners consider College to be a safe place and the current situation may impact on learners', staff and parent/carers mental health.

The College will plan to ensure everyone feels supported through an inclusive culture and that everyone returns to a positive working environment to help relieve any anxiety or fear.

Hugh Baird College will ensure that all learners who are categorised as vulnerable or children of critical workers, as well as those learners returning to College from 15 June onwards, are appropriately supported.

Pastoral staff will be available for learners and will be given the time to provide support as required and staff will address the wellbeing of learners through a range of approaches including age/ability appropriate activities.

Lecturing staff will be aware of the impact the current circumstances can have on the mental health of learners (and their parents) who are continuing to work from home, including when setting expectations of learners' work.

The College will continue to signpost staff, learners and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally. Senior leaders and the DSL (or deputy) will be available to provide support to staff as required.

## **11. Online safety in schools and colleges**

Hugh Baird College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

## 12. 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. Any such concerns should be dealt with as per the Child Protection and Safeguarding Policy and where appropriate referrals should still be made to Children's Social Care and as required, the Police.

Online teaching should follow the same principles as set out in the College's Code of conduct. The College will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

The College will ensure that parents and carers are aware of the importance of children being safe online. This includes emphasising the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

The following may be of use to parents and carers in ensuring that the children are safe whilst online at home: (add your own if you wish)

- [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
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s/tuition sessions, groups only
- 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; and the background should be blurred.
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

## 13. Supporting children in school

The College is committed to ensuring the safety and wellbeing of all its students and will continue to be a safe space for all learners to attend and flourish. The College will refer to the 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.

#### **14. Children who attend or transfer to another setting**

If learners from our College are attending another setting, we will provide that setting with any relevant child protection/welfare information. This will include access to a vulnerable child's EHC plan, child in need plan, child protection plan, early help plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is). We will envisage this to happen before a child arrives and, where that is not possible as soon as reasonably practicable."

For looked-after children, changes will be managed by the Local Authority Virtual School Head who has responsibility for the child.

#### **15. Peer on Peer Abuse**

The College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where the College receives a report of peer on peer abuse, the College will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding Policy.

#### **16. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse**

We acknowledge that the order to stay at home can cause anxiety for those who are experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses you are under. For anyone who feels they are at risk of abuse, it is important to remember that there is help and support available to you

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

We will, as a College, contact Sefton Women's and Children Aid (SWACA) to access free confidential support for women, children and young people throughout Sefton who are experiencing domestic abuse. Due to COVID 19 they are offering support via phone and email.

**Tel:** 0151 922 8606  
**Text:** 07779745594  
**Email:** [help@swaca.com](mailto:help@swaca.com)

The team is available **Monday, Tuesday & Thursday** 9.30am – 5.00pm  
**Wednesday** 9.30am – 7.00pm **Friday** 9.30am – 3.00pm

#### **17. Mental Health**

The College recognises that a place of education is a protective factor for learners, and the current circumstances, can affect the mental health of learners and their parents/carers. All of our staff need to be aware of this in setting expectations of learners work where they are at home.

We understand as a College that learners and their families will be anxious, and this can affect learner's emotional health and well-being and their overall mental health. Arrangements are in place for learners to continue with pre-arranged counselling sessions and information on how learners can access counselling on an ad hoc basis have been signed posted on the student portal.

The Government has issued guidance for parents and carers in relation to children and young people's mental health and well-being. This can be found at <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

## 18. Merseyside Police

The College continues to work in partnership with Merseyside Police. We are committed to publishing information produced by Merseyside Police in relation to COVID 19 to protect and safeguard our College community. We will also be reporting to the Police any information we receive as that may involve any criminal activity that is taking place including anti-social behaviour outside of College.

## 19. Useful Contacts:

NAME	TELEPHONE NUMBER
Addaction	0707983430995
Bully Busters	0800 169 6928
CAMHS (single point of access)	0151 282 4527
CATCH 22 CE	0151 934 2535
Channel Co-ordinator Claire Wright	0151 777 8328
Children Missing Education Co-ordinator Carole Blundell	0151 934 3181
Virtual Head teacher	0151 934 2226
Education Safeguarding Tracy McKeating	07837863075
Housing Options	0151 934 3541
Independent Domestic Abuse Advisors	0151 934 5142
Local Authority Designated Officer (LADO) Tracey Holyhead	0151 934 3783 Mob: 07814059604
LSCB Administrator Donna Atkinson	0151 934 4706
LSCB Business Manager Deb Hughes	0151 934 4706
Merseyside Police	101/emergency 999
Multi-Agency Safeguarding Hub (MASH)	0151 934 4013/ 4481.
Out of Hours Service	0151 934 3555.
Parenting 2000	01704 380047/0151 932 1163
Rape & Sexual Abuse Centre [RASA] Sefton	0151 558 1801
Sefton Women & Children's Aid (SWACA)	0151 922 8606

SEND Debra Vis	0151 934 2462
VENUS	0151 474 4744

## Contacts for children who go to school in Sefton but live in neighbouring Local Authorities

Local Authority	Telephone number	Out of hours
Knowsley MASH	0151 443 2600	0151 443 2600 (same as MASH)
Lancashire Care Connect	<b>0300 123 6720</b>	0300 123 6722
Liverpool Care Line	0151 233 3700	0151 233 3700 (same as Care Line)

## 20. Review of the Child Protection and Safeguarding Policy

At the present time, things continue to evolve and change daily and in the coming days advice from Central Government may change again. We will continue to keep this Policy under regular review and consult closely with the Local Authority regarding these arrangements to ensure they continue to provide an effective and helpful response for learners and families in our College.

## 21. Further Support

The Department for Education COVID-19 helpline is available to answer questions.

### DfE coronavirus helpline

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children's guide to coronavirus which aims to answer children's questions about coronavirus, tell children how to stay safe and protect other people and how to help them make the best of their time at home. This can be found at

<https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/>

Sefton LSCB for the most up-to-date safeguarding information. You can access this at <https://seftonlscb.org.uk/lscb>