



COVID 19 COLLEGE CLOSURE ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION

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Date shared with staff:

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools & Colleges to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and College and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix to Lancaster & Morecambe College's Safeguarding Policy contains details of its individual safeguarding arrangements in the areas listed below:

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2. Key contacts

| Role | Name | Contact Number | e-mail |
|--------------------|--|--|--|
| D S L | Maggie Dodd | 01524 521401 / 07570953667 | m.dodd@lmc.ac.uk |
| Deputy DSL | Bev Martindale | 01524 521521 | b.martindale@lmc.ac.uk |
| Principal | Wes Johnson | 01524 521289 / 07500020080 | w.johnson@lmc.ac.uk |
| Senior Team | Iain Parkinson Angela Bathgate Peter France Charlotte Rawes | 01524 521217 / 07582 549780 01524 521303 / 07887 716074 01524 521355 / 07999 578296 01524 521369 / 07834 221136 | i.parkinson@lmc.a.c.uk a.bathgate@lmc.ac.uk p.france@lmc.ac.uk c.rawes@lmc.ac.uk |
| Chair of Governors | Roy Thorpe (retiring) Claire Povah (Chair designate) | c/o The Clerk Oona Cushen 01524 521238 | o.cushen@lmc.ac.uk |

Any individual College contacts: m.dodd@lmc.ac.uk, b.martindale@lmc.ac.uk

3. Vulnerable children

Vulnerable children include those who have a social worker and those young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a Child Protection Plan, Child in Need (CIN) and those who are looked after by the Local Authority. A learner may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a College place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many young people with EHC plans can safely remain at home.

Eligibility for free 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 the College's most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Lancaster & Morecambe College will continue to work with and support the learners' social workers, to help protect vulnerable learners. 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 person for this will be Beverley Martindale.

There is an expectation that vulnerable learners' who have a social worker will attend an educational 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 educational setting, and their child is considered vulnerable, the social worker and Lancaster & Morecambe College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, or any other relevant concerns, staff at Lancaster & Morecambe College **or** the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Lancaster & Morecambe College will encourage vulnerable learners and young people to attend College where needed and, in all cases, will expect ongoing contact remotely.

4. Attendance monitoring

Local authorities and educational settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Lancaster & Morecambe College **and/or** social workers will discuss with parents/carers whether a vulnerable learner should be attending College; LMC will follow this up when a learner expected to attend does not do so. LMC will follow up with any parent or carer who has requested attendance for their child(ren) if the child(ren) subsequently do not attend.

To support the above, LMC will, when communicating with parents and carers, direct them to emergency contact numbers 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 College, or discontinues, LMC will notify their parents and where relevant social worker.

5. Designated Safeguarding Lead

Lancaster & Morecambe College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is Margaret Dodd

The Deputy Designated Safeguarding Lead is Beverley Martindale

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, e-mail or through Teams - 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 coordinating 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 some assessments at the College.

It is important that all LMC staff and volunteers have access to a trained DSL (or Deputy). Each day staff on site should be made aware of who that person is and how to speak to them.

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

6. Reporting a concern

Where staff have a concern about a learner, as a result of their specific contact, or lack of contact, with a learner while working remotely, they should continue to follow the process outlined in the College Safeguarding Policy. This includes making a Report via Teams, On Track or e-mail or a telephone call, which can be done remotely.

In the event that a member of staff cannot access their Teams, or On-Track from home, they should e-mail the DSL, Deputy DSL, Line Manager or Principal. 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 about an adult working with children in College, they should follow the Safeguarding Policy to report the concern to their Line Manager, Deputy DSL or DSL.

7. Safeguarding Training and induction

For the period COVID-19 measures are in place, a DSL (or Deputy) who has been trained will continue to be classed as a trained DSL (or Deputy), even if they miss their refresher training.

All existing College staff have had safeguarding training and 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 learner.

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

If staff are deployed from another education or children's workforce setting to LMC, the College 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 and that the member of staff has received appropriate safeguarding training.

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

8. 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 learners. When recruiting new staff, LMC 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 LMC is utilising volunteers, it 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.

LMC 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.

LMC will continue to consider and make referrals to the LADO as per paragraph 166 of KCSIE and misconduct advice for making a referral.

During the COVID-19 period, all referrals should be made by emailing the LADO at any relevant Educational Authority.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the College is aware, on any given day, which staff/volunteers will be in the College, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, LMC will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE, and will maintain a sign in/out register of everyone who comes to work at the College site during this period.

9. Online safety in colleges

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

Where students are using computers in College, appropriate supervision will be in place.

10. Learners and online safety away from College

It is important that all staff who interact with learners, including online, continue to look out for signs a child/learner may be at risk. Any such concerns should be dealt with as per the 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 Safeguarding Policy and Staff Code of Conduct.

LMC will ensure any use of online learning tools and systems is in line with privacy and protection/GDPR requirements.

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

- Staff and learners 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 provided/agreed by LMC to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

11. Supporting learners not in school

LMC is committed to ensuring the safety and wellbeing of all its young people.

Where the DSL or Deputy DSL has identified a learner to be on the edge of social care support, or who would normally receive pastoral-type support in College, 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 contacts that have made.

The communication plans will include remote contact (Teams) e-mail contact, or phone contact. LMC and its DSL and Deputy DSL will work closely with all Senior and Middle Managers to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate. The College will share safeguarding messages on its website and social media pages.

LMC recognises that College is a protective factor for children and young people, and the current circumstances can affect the mental health of learners and their parents/carers. Tutors at LMC need to be aware of this in setting expectations of learners' work where they are at home.

LMC will ensure that where it cares for learners of critical workers and vulnerable children on site, it ensures appropriate support is in place for them. This will be bespoke to each learner and recorded appropriately.

12. Supporting learners in College

LMC is committed to ensuring the safety and wellbeing of all its learners and will continue to be a safe space for all learners to attend and progress if required.

The Principal will ensure that appropriate staff are on site and staff to learner ratio numbers are appropriate, to maximise safety.

LMC 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.

LMC will ensure that where it cares for learners of critical workers and vulnerable children on site, it ensures appropriate support is in place for them. This will be bespoke to each child and recorded appropriately.

Where there are concerns about the impact of staff absence – such as a DSL or first aiders – this will be discussed immediately by the Senior Management Team and a supplementary plan put in place.

13. Peer on Peer Abuse

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

The College will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on On -Track and appropriate referrals made.

14. Support from the Safeguarding/ Pastoral Team

The Safeguarding Team will provide support and guidance as appropriate to enable the DSL and Deputy DSL to carry out their role effectively.

This include remotely accessing Safeguarding files for the purpose of quality assurance, support, guidance and direction.

The Team will also provide regular group and individual supervision sessions. This may take the form of an online meetin