



London Design & Engineering UTC

Temporary Safeguarding Policy Addendum:

COVID-19 college closure arrangements for
Safeguarding and Child Protection at
London Design and Engineering UTC

This Policy addendum is effective from 8th March 2021

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Acknowledgements	
Date Approved	4 March 2021
Policy Approved by	Chair of Board of Directors
Version	1.2
Next Policy Review Date	Autumn 2021

Version Control Table

Version	Date	Amended by	Rationale
0.1	11/01/2021	Gloria Gold	First draft of addendum
1.0	15/01/2021		Version approved by the Chair of the Board of Directors
1.1	25/02/2021	Gloria Gold	Reviewed in light of new guidance. No changes made.
1.2	04/03/2021	Gloria Gold	Reviewed and updated in light of the latest DfE guidance. Approved by Chair of the Board.

Guidance on version Control:

The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.

CHILD PROTECTION AND SAFEGUARDING POLICY COVID-19 ADDENDUM

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

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1. Context

On Monday 22nd February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

The London Design and Engineering UTC will continue to have regard to the statutory safeguarding guidance Keeping Children safe in Education (as amended, Jan 2021).¹

We will ensure that where we care for learners on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We 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 coronavirus.

This addendum of the LDE UTC Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Key Contacts

Key contacts remain as per the College Safeguarding Policy.

3. Vulnerable Learners

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989², 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

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_child_safe_in_education_2020_-_Update_-_January_2021.pdf

² <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

- 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.

LDE UTC 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 person for this will be: Gloria Gold – Vice Principal.

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and LDE UTC will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, LDE UTC or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

LDE UTC will encourage all learners to attend.

4. Attendance Monitoring

We expect all learners to attend the College.

Parents or carers are expected to contact the college on the first day of an illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the college on the welfare of their child.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)³ for all learners.

A small number of learners will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for learners who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend the college while shielding advice applies nationally.

For learners self-isolating or quarantining or shielding – we will use code X.

³ <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

In compliance with the Remote Education, Temporary Continuity Direction⁴ will provide remote education to learners who are unable to attend college because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to learners who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools/colleges to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school/college) unless another authorised absence code is more applicable.

Where learners are not able to attend LDE UTC, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

5. Reporting a Concern

Where staff have a concern about a learner, they should continue to follow the process outlined in the college's Safeguarding Policy, this includes sending emails to safeguarding@ldeutc.co.uk so that staff can report remotely.

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

Where staff are concerned about an adult working with learners in the college, they should follow the procedures as set out in the Safeguarding Policy.

6. Safeguarding Training and Induction

All existing LDE UTC staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will 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 LDE UTC they will continue to be provided with a safeguarding induction.

7. Safer Recruitment / Volunteers and Movement of Staff

When recruiting new staff, LDE UTC 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 (2020) (as amended, Jan 2021).

Where LDE UTC are utilising volunteers for the purpose of testing, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

⁴https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.⁵

8. Children and Online Safety Away from the 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 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 code of conduct.

LDE UTC 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 if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only (tutors who support learners on a 1:1 basis will ensure that the relevant HOY is included in the meeting)
- 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.
- Lessons will be broadcast live and staff may choose to record their lesson. This means 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 LDE UTC.
- Staff should record, the length, time, date and attendance of any sessions held.

9. Supporting Learners not in College as they are Following Clinical or Public Health Advice Related to Coronavirus (COVID-19)

LDE UTC is committed to ensuring the safety and wellbeing of all its children and young people.

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 college, they should ensure that a robust communication plan is in place for that child or young person.

⁵ Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

A record of contact made should be kept in SIMS / Wellbeing Record.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

LDE UTC and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

LDE UTC recognises that the 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.

Teachers at LDE UTC need to be aware of this in setting expectations of learners' work where they are at home.

10. Supporting Learners in College

LDE UTC is committed to ensuring the safety and wellbeing of all its learners.

LDE UTC will continue to be a safe space for all learners to attend and flourish.

LDE UTC will refer to the Government guidance for education and childcare settings on how to implement social distancing⁶ and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

LDE UTC 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.

LDE UTC will ensure that appropriate support is offered to all learners with respect to their mental health.

11. Elective Home Education (EHE)

LDE UTC will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, LDE UTC will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in college.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as LDE UTC becomes aware of a parent's intention, or decision, to home educate.

LDE UTC will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

⁶https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

If a parent wants to admit their child to LDE UTC, we will follow our normal processes for in-year admissions applications.

12. Contingency Planning

LDE UTC will ensure that for individuals or groups of self-isolating learners and learners who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans.

LDE UTC will continue to operate as normally as possible. In the event that restrictions in schools/colleges are needed to help contain the spread of the virus, we will refer to the contingency framework⁷, which has been updated and outlines how schools/colleges should operate in the event of any restrictions.

⁷ <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>