



London Design & Engineering UTC

CHILD PROTECTION AND SAFEGUARDING POLICY COVID-19 ADDENDUM

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| Prepared by | Gloria Gold, Vice Principal – Personal Development |
| Acknowledgements | |
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| Policy Approved by | Board of Directors |
| Version | 1.0 |
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Version Control Table

| Version | Date | Amended by | Rationale |
|---------|------------|-------------|--|
| 0.1 | 01/09/2020 | Gold Gloria | First draft |
| 1.0 | 24/09/2020 | | Version approved by the Board of Directors |
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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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Important Contacts

| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|---|--|--|
| Designated safeguarding lead (DSL) | Gloria Gold Vice Principal | Tel: 0203 019 7333 Mob: 07808525876 Email: gloria.gold@ldeutc.co.uk |
| Deputy DSL | Anne Lewis Assistant SENCO Jonny Morgan Head of Year 12 | Tel: 0203 019 7333 Email: anne.lewis@ldeutc.co.uk Tel: 0203 01973333 Email: jonny.morgan@ldeutc.co.uk |
| Local authority designated officer (LADO) | Nick Pratt | Tel: 0203 373 3803 Email: Nick.Pratt@Newham.gov.uk Secure Email: nick.pratt@newham.gov.uk.cjism.net |
| Chair of Directors | Jeremy Galpin | Email: Jeremy.galpin@costain.com |
| Channel helpline | | 020 7340 7264 |

This policy should be seen in conjunction with the LDE UTC Child Protection and Safeguarding Policy dated September 2020 and used with the COVID-19 Guidance for full opening: schools (DfE 2nd July 2020)

This policy addendum is available on our website and also on request from the College office. We inform parents and carers about this policy when their children join our College.

1. Scope and Definitions

This addendum to our Child Protection and Safeguarding Policy dated September 2020 applies during the period of the College full re-opening following the COVID-19 arrangements, and reflects updated advice from the Newham Safeguarding Children Partnership and the London Borough of Newham.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance COVID-19 Guidance for full opening: schools (DfE 2nd July 2020) and Coronavirus (Covid-19) - Safeguarding in schools, colleges and other providers guidance. (DfE updated on 20th May 2020)

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

The Department for Education's (DfE's) definition of 'vulnerable children' includes those children who:

- Have a social worker,
- With a child protection plan
- Are assessed as being a Child in Need (CiN)

- Looked after by the local authority
- Has an education, health and care (EHC) plan

2. Safeguarding Principles

We welcome all our learners back into College and although due to Covid-19 we are operating in a different way, we will still have regard to Keeping Children Safe in Education 2020, and will follow these important safeguarding principles:

- The best interests of our young people will always continue to come first;
- If anyone has a safeguarding concern about any young person, they should continue to act on it immediately;
- The Designated Safeguarding Lead (DSL) or Deputy should be available at all times or a member of the Senior Leadership team will act in their place;
- It is essential that unsuitable people do not enter the College's workforce or gain access to our young people;
- Learners should continue to be protected when they are online and accessing remote learning on-line.

3. Designated Safeguarding Lead (DSL) and Deputy DSL Arrangements

The Designated Safeguarding Lead (DSL) or Deputy will be on the College site and will have as much time as possible to support young people and staff regarding any new concerns as learners return to College.

In the event, our DSL (or Deputy) cannot be in College, she can be contacted remotely by emailing safeguarding@ldeutc.co.uk

If an occasion arises where there is no Designated Safeguarding lead (DSL) or Deputy available on site, a member of the Leadership Team (LT) will take responsibility for co-ordinating safeguarding. This will be Kenan Drugzani, Assistant Principal. You can contact them by emailing Kenan.drugzani@ldeutc.co.uk In this event we will communicate with all College staff and volunteers by email. Please note that the DSL is a member of the Leadership Team.

The Senior Leader will be responsible for liaising with the off-site DSL (or deputy) to confirm:

- Identification of vulnerable learners in College
- Update and manage access to child protection files, where necessary
- Liaise with learners' social workers where they need access to young people in need and/or to carry out statutory assessments

The Designated Safeguarding Lead (DSL) and Deputy (DSL) will endeavour to keep up to date with safeguarding developments and training.

The Designated Safeguarding Lead (DSL) and Deputy will identify and monitor the attendance and well-being of vulnerable learners.

4. Reporting Concerns

All staff and volunteers must continue to report any concerns to the Designated Safeguarding Lead (DSL) or Deputy immediately if they have concerns about a learner. It remains vitally important to do this, both for the young people that are attending LDE UTC and those not attending due to self-isolation or anxiety.

All staff will continue to work with and support the learners' social workers, where they have one, to help protect vulnerable young people.

5. Safeguarding Children

Staff and volunteers are aware that this difficult time has potentially put all children and young people at greater risk of physical and emotional harm.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on learners' mental health and well-being that are also safeguarding concerns, and act on those concerns immediately in line with the procedures set out in the school Child Protection and Safeguarding Policy.

For learners not able to attend College due to self-isolation, or anxiety, staff will be alert for signs that may be:

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

6. Mental Health and Well-Being

We will continue to offer our current support for the mental health and well-being for all learners of the College. This will take the form of either face to face counselling by the Chaplaincy team or over the phone.

We will also signpost all learners, parents/carers and staff to other resources of support for good mental health and well-being at this time.

When setting expectations for learners unable to attend College and accessing remote learning at home, staff will consider the potential impact of the current situation on both the learners' and adults' mental health.

7. Online safety

7.1 In College

Our College will continue to have appropriate filtering and monitoring systems in place that are regularly monitored. If IT staff are unavailable, our contingency plan is to email the itteam@ldeutc.co.uk

7.2 Outside College

Where staff are interacting with young people online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.

Staff are aware that young people are vulnerable to being bullied or groomed for abuse or radicalisation on-line. Staff will continue to be alert to signs that a learner 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 our young people whether learning in College or accessing remote learning on-line at home, know how to report any concerns they have back to our College, and signpost them to other sources of support.

8. Contact Plans

We have contact plans for young people with a social worker and those who we have safeguarding concerns about that are not able to attend College due to self-isolation or anxiety. College staff will be encouraged to maintain contact with those learners unable to attend College and speak directly to learners in circumstances where:

- They would usually attend College but are self-isolating or are anxious about returning to LDE UTC;
- They are attending off-site alternative provision
- Each learner has an individual plan which sets out:
- How frequently the College will make contact
- The name of the staff member(s) who will make contact – as far as possible, this will be staff who know the learner and family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

We have agreed these plans with learners' social care where relevant, and will review them monthly.

If we are unable to make contact, we will contact the Social Worker directly and where that is not possible, will contact Newham Children's Social Care and inform our Safer Schools Officer.

9. Working with Other Agencies

We will continue to work with children's social care, and with Virtual School Heads for Looked-After (LAC) and Previously Looked-After Children (PLAC).

We will continue to update this Addendum to our Child Protection and Safeguarding Policy regularly and where necessary, to reflect any updated guidance from:

- The Newham Local Safeguarding Children Partnership
- The Local Authority in regards to children with education, health and care (EHC) plans, the Local Authority Designated Officer (LADO), children's social care, reporting mechanisms, referral thresholds and children in need (CiN).

10. College Attendance

Our learners will be returning to school for the Autumn term and we will be completing attendance registers and following our usual procedures to follow up on non-attendance. It is

parents and carers duty to secure regular attendance for their child(ren) at College. We expect all learners to attend LDE UTC every day unless they are unwell or self-isolating.

We will:

- Communicate with parents and learners to encourage their return to College and will provide reassurance about the measures taken within LDE UTC to minimise the risks;
- Follow up on any absence with parents or carers, by making first day phone contact and daily phone calls after that.
- Notify their social worker, where they have one;
- In the event of poor or non-attendance to College, we have the availability to issue sanctions, including fixed penalty notices in line with the Local Authority code of conduct.

11. Working in Partnership with Parents and Carers

We will communicate with parents and carers to:

- ensure all information is kept up to date and available on the College website. Regular communications will be sent via both ParentPay and SchoolComms systems.
- ask if there are any changes regarding the welfare, health and well-being that the College should be aware of before a learner returns to school
- are aware of the potential risks to learners on-line and the importance of staying safe online
- know what our College is asking learners to do online, including what sites they will be using and who they will be interacting with from LDE UTC
- 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 12. Staff recruitment, training and induction

12. Staff Recruitment, Induction and Training

12.1 Safer Recruitment

We remain committed to robust safer recruitment procedures, so that adults and volunteers who work in our College are safe to work with children and young people.

We will continue to follow our safer recruitment procedures, as set out in Keeping Children Safe in Education 2020.

There is an expectation that staff will return to school in September 2020 and any new staff must present the original documents when they first attend work at our College.

We will continue to do our usual checks on new volunteers and complete 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 2020.

We will maintain the Single Central Record up to date.

12.2 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:

- Safeguarding induction / training
- A copy of our Child Protection and Safeguarding Policy (including Covid-19 addendum)
- Keeping Children Safe in Education Part 1 (2020)
- Confirmation of Designated Safeguarding Lead and Deputy arrangements

12.3 Concerns about a staff member or volunteer

We will continue to follow the procedures as set out in Keeping Children Safe in Education 2020. Staff should continue to act on any concerns they have about a member of staff or volunteer immediately – whether those concerns are about staff/volunteers working on site, working remotely or providing access to remote learning.

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 COVID-19 in line with government guidance.

13. 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 4 weeks by Gloria Gold, Vice Principal and DSL. At every review, it will be approved by the Directors of the College.

14. Links with Other Policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Behaviour Policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Health and safety Risk Assessment
- Online safety policy
- Bereavement Policy
- Whistleblowing Policy