



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 4th January 2020 – 22nd February 2020

Prepared by	Gloria Gold, Vice Principal – Personal Development
Acknowledgements	
Date Approved	15 January 2021
Policy Approved by	Chair of Board of Directors
Version	1.0
Next Policy Review Date	22 February 2021

Version Control Table

Version	Date	Amended by	Rationale
0.1	11/01/2021	Gold Gloria	First draft of addendum
1.0	15/01/2021		Version approved by the Chair of the Board of Directors

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 4th January 2020, the DfE directed secondary age parents to keep their children at home, wherever possible, and for schools/colleges to remain open only for a limited number of learners - those children of workers critical to the COVID-19 response and who cannot be safely cared for at home, and children who are vulnerable.

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

2. 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

3. Vulnerable Children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, 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
- 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.

Eligibility for free school meals in and of itself is not a 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.

LDE UTC will continue to work with and support learner'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 is: Gloria Gold – Vice Principal

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent 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 our vulnerable young people to attend college, including remotely if needed.

4. Critical Workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

5. Attendance Monitoring

In mainstream schools, all secondary-age pupils who are not expected to be in school, should be recorded as 'code X'.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in all areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

LDE UTC and social workers will agree with parents/carers whether children in need should be attending school – LDE UTC will then follow up on any learners that they were expecting to attend, who does not.

LDE UTC will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, LDE UTC will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct 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 school, or discontinues, LDE UTC will notify their social worker.

6. Designated Safeguarding Lead

The London Design and Engineering UTC has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is: Gloria Gold

The Deputy Designated Safeguarding Leads are: Jonny Morgan and Anne Lewis

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 or online video - 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 updating and managing access to child protection online management system, Safeguard Software, and liaising with the offsite DSL (or deputy) and as required liaising with learner's social workers where they require access to children in need and/or to carry out statutory assessments at the college.

LDE UTC staff and volunteers will have access to a trained DSL (or deputy).

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

7. Reporting Concerns

Where staff have a concern about a learner, they should continue to follow the process outlined in the college's Safeguarding Policy, this includes making a report via safeguarding@ldeutc.co.uk which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern in the same manner and follow it up with an email / phone call directly to the DSL on the same day or as soon as possible the following day.

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 report the concern to the Principal and DSL.

If there is a requirement to make a notification to the Principal whilst away from college, this should be done verbally over the phone and followed up with an email to the Principal to confirm the discussion. The DSL must also be kept informed.

Concerns around the Principal should be directed to the Chair of Governors.

8. Safeguarding Training and Induction

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

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, 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) (KCSIE).

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 LDE UTC is 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.

LDE UTC 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.

LDE UTC 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.

Whilst acknowledging the challenge of the pandemic, 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, LDE UTC will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Online Safety in College

LDE UTC will continue to provide a safe environment, including online. This includes the use of an online filtering system. For further information please refer to the Remote Learning Policy.

Volunteers who support learners via mentoring schemes online, will need to ensure that the Head of Year is also able to access the meeting. These meetings should be recorded to protect both parties. Please note the general points made below re virtual meetings.

Where learners are using computers in college, appropriate supervision will be in place.

11. 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 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 college's 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 when 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.

12. Supporting Learners Not in College

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.

Details of this plan must be recorded on SIMS, as should a record of contact have made.

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.

The college will share safeguarding messages on its website and social media pages.

LDE UTC 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.

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

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

LDE UTC 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.

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.

14. Peer on Peer Abuse

LDE UTC 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, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding and Child Protection 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 SIMS and / or safeguarding@ldeutc.co.uk and appropriate referrals made.