

Safeguarding and Child Protection Policy

COVID-19 arrangements for The College of Animal Welfare

The College of Animal Welfare:
Policy prepared: Barbara Cooper
Date: 31.03.20
Date shared with staff: 02.04.20
Date published on college website: 02.04.20

From 26th March 2020 students were asked to access their learning from home, wherever possible and where it was safer to do so. Colleges are to remain open only for those students of workers critical to the COVID-19 response and students who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of The College of Animal Welfare Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time.

The College of Animal Welfare is committed to ensuring the safety and wellbeing of all its students

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Barbara Cooper	07803 903047	bcooper@caw.ac.uk
Deputy Designated Safeguarding Leads	Kim James	07711 007 040	kjames@caw.ac.uk
	Mel Young	07967 730 192	myoung@caw.ac.uk
	Claire Defries	07980 210 286	cdefries@caw.ac.uk
	Karen Hibell	07884 223 863	khibell@caw.ac.uk
	Claire Greenwood	0113 322 8048	cgreenwood@caw.ac.uk
Principal	Barbara Cooper	07803 903047	bcooper@caw.ac.uk

Vulnerable students

Vulnerable student include those who have a Social Worker and those students and young people up to the age of 25 with Education, Health and Care Plans (EHCP).

Those who have a Social Worker include students who have a Child Protection Plan and those who are looked after by the Local Authority. A student 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 Student Act 1989.

The Designated Safeguarding Lead (and deputy) know who our most vulnerable students are. They have the flexibility to offer support to those about whom there have been concerns but who are not currently in Social Care.

The College of Animal Welfare will continue to work with and support student's Social Workers to help protect vulnerable students. This includes working with and supporting student's Social Workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after students. The lead person for this will be: Barbara Cooper.

There is an expectation that vulnerable students 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 The College of Animal Welfare will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, The College of Animal Welfare or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The College of Animal Welfare will encourage our vulnerable students and young people to attend the College virtually.

Attendance monitoring

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

If The College of Animal Welfare has any student in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

The College of Animal Welfare is also sending this information to the relevant Local Authority via a local survey to inform local planning for students.

If the College has closed, we will complete the return once as requested by the DfE.

The College of Animal Welfare and Social Workers will agree with parents/carers whether students in need should be attending college – The College of Animal Welfare will then follow up on any pupil that they were expecting to attend, who does not. The College of Animal Welfare will also follow up with any parent or carer who has arranged care for their child and the person subsequently does not attend.

To support the above, The College of Animal Welfare 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 person does not take up their place at college, or discontinues, The College of Animal Welfare will notify their Social Worker.

Designated Safeguarding Lead

The College of Animal Welfare has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Barbara Cooper

The Deputy Designated Safeguarding Leads are: Kim James, Claire Defries, Karen Hibell, Mel Young and Claire Greenwood.

A trained DSL (or deputy) will be available to be contacted via phone or email at all times.

The DSL will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

Reporting a concern

Where staff have a concern about a young person, they should continue to follow the process outlined in the College's Safeguarding and Child Protection Policy.

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

Where staff are concerned about an adult working with students in the college, they should report the concern to the Lead Safeguarding Officer according to the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the Lead Safeguarding Officer whilst away from college, this should be done verbally and followed up with an email later.

Concerns around the Lead Safeguarding Officer should be directed to the Head of HR: Kim James

Safeguarding Training and induction

DSL training will continue 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.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to the College through a dedicated helpline.

All existing college staff have had safeguarding training and have read Part 1 of Keeping Student 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 young person.

Where new staff are recruited, The College of Animal Welfare will continue to provide staff with a safeguarding induction.

Upon arrival, they will be given a copy of the colleges Safeguarding and Child Protection Policy, guidance on local processes and confirmation of DSL arrangements.

Safer recruitment and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the student's workforce or gain access to students. When recruiting new staff, The College of Animal Welfare will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Students 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 student's workforce setting to our college, we will take into account the DfE supplementary guidance on safeguarding students 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 student's barred list check
- there are no known concerns about the individual's suitability to work with students
- there is no ongoing disciplinary investigation relating to that individual

The College of Animal Welfare will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a young person or vulnerable adult.

The College of Animal Welfare 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

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 of Animal Welfare will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in College

The College of Animal Welfare 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.

Student and online safety away from college

It is important that all staff who interact with students, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to student's social care and as required, the police.

College closures bring lots of challenges for both college staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for students.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and Tutors) need to be aware of the potential risks that go along with this.

The College of Animal Welfare will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Measures and guidance The College of Animal Welfare have already put in place for students, parents and staff in relation to online learning provided.

- Notice sent to all students relating to awareness of enhanced security during this time
- Attention to online safety during contact with students
- All staff reminded of increased threats
- FAQ and advice areas developed for students/parents/employers
- Regular contact to include wellbeing, online safety and safeguarding arrangements
- Homeworking staff training module
- Dedicated Safeguarding Line Tel: 01480 422070

Supporting students not in college

The College of Animal Welfare is committed to ensuring the safety and wellbeing of all its students and young people.

Where the DSL has identified a student about whom there have been concerns but who is not currently open to social care, or who would normally receive pastoral-type support in college, a plan is in place for that young person.

Details of this plan will be recorded on the central record, along with any other contact made.

The College of Animal Welfare and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (bi-weekly) and where concerns arise, the DSL will consider any referrals as appropriate.

If we are unable to contact a student about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The college will share safeguarding messages on its website and social media pages. The College of Animal Welfare recognises that college is a protective factor for students and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Tutors at The College of Animal Welfare need to be aware of this in setting expectations of learners' work where they are at home.

Supporting students in college

The College of Animal Welfare is committed to ensuring the safety and wellbeing of all its students.

The College of Animal Welfare will continue to be a safe space for all students to attend and flourish. The Principal will ensure that appropriate staff are accessible to maximise safety.

The College of Animal Welfare 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.

Peer on Peer Abuse

The College of Animal Welfare recognises that during the closure of its centres a revised process may be required for managing any reports of such abuse and supporting victims.

Where the college receives a report of peer on peer abuse, they will follow the principles 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 will be recorded and appropriate referrals made.

New students at the college

We may be asked to provide a temporary place for a student who normally attends another college.

Where students join our college from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the student begins at our college and a call made from our DSL or a deputy to the placing college's DSL to discuss how best to keep the student safe.

In some unusual circumstances this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual College Principal.

Safeguarding information about students placed in one of our centres will be recorded on our safeguarding system, will be securely copied to the college's DSL and will be securely returned to the college on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Senior Management Team on 1st April 2020 and is available on the college website.