

Safeguarding and Child Protection Policy 2019 –2020



Document Control Page

Document Type		Date
Document Ownership	Senior Nominated Person	N/A
Title of Document	Safeguarding and Child Protection Policy	N/A
Status	Live	N/A
Reviewed By	Safeguarding Committee	12 March 2020
Approved By:	Corporation	23 March 2020 (Appx 2 Addendum approved 3 April 2020)
Discussed with Unions:	UCU: yes/no	
	Unison: yes/no	
Publication Date		April 2020
Review Date		March 2021
Reason for Update	Annual review to reflect changes to the external regulatory framework.	

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This policy should be used in conjunction with Kirklees College Safeguarding Guidance document.

1. Introduction

In September 2019 the Department for Education and Skills updated the statutory guidance document "Keeping Children Safe in Education".

This document focuses on the safeguarding and promoting the welfare of children under the provisions of the Children Act 1989 and 2004, and following publication of Section 175 of The Education Act 2002 and The Education Act 2011.

Section 175 places a duty of care on Local Education Authorities, and on governing bodies of schools and further education institutions to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children.

In accordance with the Counter-Terrorism and Security Act 2015, there is a statutory duty on colleges to "have due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent duty. To fulfil this duty, Kirklees College liaises closely with the local area prevent lead to receive updates regarding local concerns and to refer students of concern to the Channel process.

Safeguarding and promoting the welfare of children covers more than child protection. The requirements for the College are for policies and procedures that cover arrangements not just for meeting the welfare and safeguarding needs of children, but also the needs of vulnerable adults and young people as well as ensuring appropriate practices for staff recruitment and selection and providing a safe and secure environment in which to study. Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2019.

Kirklees College is fully committed to the well-being of learners and staff and those who have direct links with the organisation. The College actively promotes the positive welfare of all staff and students including vulnerable adults and those with additional needs and expects all staff, volunteers and partners including associated employers and work placement providers to endorse and practise this commitment at all times.

The Principal, Corporation (the governing body) and all staff at Kirklees College regard each student as a unique individual and therefore seek to support their development in ways which will foster security, confidence and independence.

We recognise that a safe and secure College and work environment is central to the wellbeing of all students and this is an intrinsic part of all aspects of the curriculum and ethos of the College.

This Policy represents Kirklees College's response to the need to protect all students, especially children, young people and vulnerable adults and those with identified needs at all College centres and in the workplace.

Everyone working in or for Kirklees College shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our College setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our College setting

Kirklees College is also committed to ensuring freedom of speech in relation to Section 43 of the Education (No. 2) Act 1986, The Equality Act 2010 and The Human Rights Act 1998. The College revises this policy on an annual basis, in line with new legislation and recommendations.

The Corporation receives an annual report on Safeguarding including Prevent from the Head of Student Support which reviews how the duties have been discharged.

The Policy will enable Kirklees College to deliver actions and services with procedures which are in accord with:

- 'No Secrets', the Children Act (1989 and 2004)
- Education Act 2002
- Safeguarding Vulnerable Adults Act 2006
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2019
- Keeping Children Safe in Education 2019
- Section 26 (1) of the Counter Terrorism and Security Act 2015
- Prevent Duty Guidance for Further Education Institutions 2015
- Mandatory Reporting of Female Genital Mutilation - Procedural Information 2020
- Controlling or Coercive Behaviour Statutory Guidance Framework Dec 2015
- Inspecting Safeguarding in Early Years, Education and Skills Settings Sept 2019
- West Yorkshire Consortium Safeguarding Children Procedures (see link from Kirklees Safeguarding Children Board website at www.kirkleessafeguardingchildren.co.uk or go direct to the manual at: www.proceduresonline.com/westyorksrb/)

This Policy should be used in conjunction with the following where necessary:

- Kirklees College Safeguarding Guidance 19/20
- Student Charter: Equality Guidance; Code of Behaviour; Bullying & Harassment Guidance; Use the internet safely; Keeping Safe: A guide to safeguarding for students
- Positive Behaviour Policy
- Staff Disciplinary, Grievance and Dismissal Procedures
- Code of Conduct, Values and Behaviours
- Guidelines on Personal Relationships at Work
- Guidelines on Student Contact
- Social Networking Code of Practice
- Health and Safety Procedures
- Whistleblowing Procedure

2. Values and Behaviours

British Values are of significant importance to everyone involved in any College activity. College values and British values form the basis of citizenship within our College community and across modern Britain.

We promote all these values to our students and staff and they are embedded across all areas of College activity, at the heart of everything we do.

British values are defined as "democracy, the rule of the law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs".

The ethos of Kirklees College is embedded in the following values:

Inclusive
Nurturing
Supportive
Pride
Integrity
Respect
Excellence

3. Policy Statement

Kirklees College is committed to safeguarding and promoting the well-being of all of its students. Each student's welfare is of paramount importance.

Kirklees College will support anyone who, in good faith, reports his or her concerns that a child, young person or vulnerable adult is at risk of, or may actually be, being abused.

The College recognises that it has a duty to promote and safeguard the welfare of children, young people and vulnerable adults receiving education and training at the College.

The purpose of this Policy is to provide a framework by which the College carries out its obligation to protect children, young people and vulnerable adults from harm.

The Policy provides clear direction to all members of the College community to ensure any child protection concerns, referrals and monitoring of actions are handled appropriately.

Further Education colleges do not have a responsibility to investigate incidents of alleged abuse. However, they do have a statutory duty to assist the local authority with child protection issues and this policy is in line with current national and local policies on the protection of children, young people and vulnerable adults.

Accordingly, all staff will receive a copy of this Policy and Section 1 of 'Keeping Children Safe in Education'.

4. Scope

This Policy applies to all those working in, studying and visiting any College site including students, the College workforce, Governors, volunteers and visitors to the College including contracted services such as agency staff, employers offering work placements, transportation companies and contractors with direct access to children, young people and vulnerable adults.

A 'child' is defined as a person aged up to 18.

A 'Young Person' is defined as between 12 and 20.

'Looked After Children', 'Care Leavers' and students with special educational needs up to age 25 may also need additional services, assistance, protection and consideration.

An adult at risk is a person aged 18 years or over who is, or may be in need of, community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation.

It may also include adults who are vulnerable for some other reason, for example those who have caring responsibilities, special educational needs, addiction, or who have suffered abuse or trauma.

Students aged 14-16 whose main education provider is a School are covered by all aspects of the Policy when at the College.

In accordance with agreed partnership protocols, there is a separate procedure for Child Protection referrals as schools retain accountability for external referrals.

Should there be an emergency and the College is unable to contact the appropriate school, the College will apply its referral procedures to the situation to ensure a child is safe.

Where an allegation or concern is raised regarding a child in a nursery or crèche funded by ESFA or Care2Learn or student's child, who is funded through any hardship funds to attend an external Ofsted registered provider, the provider staff will be expected to follow their own organisational procedures.

Employers and training organisations will be asked to co-operate with the College in putting in place and subscribing to appropriate safeguards.

Where a placement is long term the college will ensure that additional safeguards are in place, these may include staff who will have had training in child protection and completing risk assessments and arranging placements.

Training organisations will be asked to make a commitment to safeguarding students' welfare by endorsing an agreed statement of principles.

Any person whose normal duties include regular caring for, training, looking after or supervising a child in the workplace where that person has been specifically designated to have responsibility for such activities will be subjected to vetting and DBS checking.

Providers will be monitored annually for compliance with process and must report any incidents to the College for any subcontracted provision.

5. Intent

The intent of the Safeguarding and Child Protection Policy is to ensure that:

- A safe environment is provided for students at all times.
- Students who are at risk of and/or likely to suffer significant harm are identified, and appropriate action is taken. This includes the risk of radicalisation as noted in the Prevent duty.
- There are safe recruitment practices in checking the suitability of staff and volunteers to work with or in proximity to children and students. The College's Recruitment and Selection Policy cover these in more detail.
- Staff are made aware of issues relating to the welfare of students (more detail of specific safeguarding issues is included in the College Safeguarding Guidance)

As a general principle, the College has a statutory responsibility to:

- i. At all times, and by all means, seek to create a safe environment for the entire college community. This includes using appropriate filters and monitoring systems (E Safe) to ensure maximum levels of online safety.
- ii. Operate the Policy to specifically encompass children, young people, vulnerable adults and adults who may be temporarily vulnerable.
- iii. Acknowledge that abuse may take many forms, for example; physical, sexual, financial and material, emotional, neglect, 'Missing', sexual exploitation, human trafficking, female genital mutilation, forced marriage, hate crime, radicalisation, extremism, and risk to self and/or others.
- iv. Comply with statutory safeguarding legislation including the Prevent Duty.
- v. Work with external agencies, in particular, the Local Children's Safeguarding Board and the Local Authority Designated Officer, whilst always placing the welfare of the individual at the centre of any action taken.
- vi. Comply with the regulations and guidance provided on the vetting of staff, including temporary staff and volunteers to minimise the risk of recruiting unsuitable people as laid out in the guidance from the Independent Safeguarding Authority and 'Keeping Children Safe in Education' 2019.
- vii. Comply with 'safer recruitment' procedures and undertake Disclosure and Barring Checks, to ensure that all employees and workers under terms of engagement are suitable to work at the College.
- viii. Develop and implement procedures for identifying, reporting cases or suspected cases of abuse and make appropriate referrals to the Disclosure and Barring Service.
- ix. Ensure employers and other partners are aware of the safeguarding and Prevent duties and receive timely information and support to promote these duties to students in the workplace.
- x. Educate and support students in staying safe and being healthy including study programme learners, apprentices and work based students.
- xi. Ensure that any child, young person or individual with additional needs going missing either from education, home or care home, particularly if repeated, is reported to the appropriate authority. All relevant staff are asked to complete registers and follow up unauthorised absences following the relevant College Attendance Strategy, policy and procedure.
- xii. Consult with students in developing safeguarding policies and procedures.

- xiii. Encourage an atmosphere in which students find trained staff approachable to enable communication of any problems which may be affecting their lives.
- xiv. Provide opportunities for children in need of additional support to identify themselves through the process of applications and enrolment. Students with identified support needs will be monitored through Student Support.
- xv. Provide appropriate mandatory training and development in accordance with the requirements of the Staff Development programme and induction, raising awareness of all staff and governors of the need to safeguard children, young people and vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse.
- xvi. Provide environments where everyone feels valued, safe and respected where individuals are encouraged to talk and are listened to. This will be achieved by the regular promotion of the College values and embedding these together with British values across every area of College activity.
British values are defined as “democracy, the rule of the law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs”.

6. Safer Recruitment and Selection (please download guidance on DBS, Vetting and Barring)

Kirklees College pays full regard to DfE guidance ‘Keeping Children Safe in Education’ (2019).

We ensure that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived by the student as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the candidate’s DBS status, the Children’s List, Criminal Records Bureau checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the College will maintain a Single Central Record (SCR). This document will cover the following people:

- all staff, including supply staff, and those providing education to children.

The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained, **and** the date on which each check was completed/certificate obtained apply:

- an identity check;
- a barred list check;
- an enhanced Disclosure and Barring Service (DBS) check
- a prohibition from teaching check;
- a section 128 check (for management positions as set out in paragraph 99 for independent schools, including free schools and academies);
- further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications; and
- a check to establish the person’s right to work in the United Kingdom.

For supply staff, the College will include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received.

Where checks are carried out on volunteers, the College will record this on the single central record.

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 with a person under 18.

7. Safe Practice

Kirklees College will comply with the current Safe Practice guidance to be found in Kirklees Safeguarding Procedures at www.kirkleessafeguardingchildren.co.uk

Safe working practice ensures that students are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern
- report any incidents following College safeguarding guidance processes
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

College staff having concerns about another member of staff:

- should report these concerns to an appropriate colleague e.g. Director of HR, Head of Student Support.
- where staff members have concerns about the Principal, these will be reported to the Chair of Governors.
- where staff members have concerns about the Chair of Governors, these will be reported to the Principal and the Local Authority Designated Officer (LADO)

College staff having concerns about safeguarding practices:

- all staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the College's safeguarding processes and that such concerns will be taken seriously by the senior leadership team (SLT).
- appropriate whistleblowing procedures must be in place within the College and can be read in further detail by accessing the College whistleblowing policy.
- where a staff member feels unable to raise in issue with the senior leadership team or that their genuine concerns are not being addressed, other whistleblowing channels may be open to them by accessing www.gov.uk/whistleblowing/who-to-tell-what-to-expect, the whistleblowing charity Protect or www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line

8. Safeguarding Information for students

All students at Kirklees College are aware of a number of staff who they can talk to if they have any concerns. The College is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students will know that we have a Designated Safeguarding Lead (DSL) with responsibility for child protection and know who this is. The College's tutorial programme PAD and online safety awareness materials are used to help students keep safe e.g. ChildLine, NSPCC, CEOP, Police, Stranger Danger, Anti-bullying.

9. Staff Training

The College's Designated Safeguarding Lead (DSL) and Deputy Safeguarding Leads, with responsibility for child protection, undertake appropriate child safeguarding training and inter-agency working training (provided by the Kirklees Safeguarding Children Board).

The DSL and any deputies will undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

In addition to their formal training, their knowledge and skills will be updated (for example, via e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role.

All other College staff, including non-teaching staff, will receive appropriate safeguarding and child protection training which is regularly updated.

In addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

All new staff (including temporary staff and volunteers) are provided with the College's Safeguarding Policy and informed of College's child protection arrangements at induction.

10. Confidentiality and Information Sharing

The College has due regard to GDPR and "Information sharing: advice for practitioners providing safeguarding services" HM Government, 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

"In the case of children in need, or children at risk of significant harm, it is difficult to foresee circumstances where information law would be a barrier to sharing personal information with other practitioners."

Once a disclosure and referral have been made, information is assessed for indications that the person is at risk of harm from others or to themselves.

Information will be shared with the DSL (or Safeguarding Team) and/or other agencies/professionals who are able to take protective action

All information regarding child protection issues will be kept, under lock and key, or secure electronic file.

The College is obliged to work and share information with external agencies charged with the protection of children and young people. This includes Social Services, the police, local schools, LADO, the Multi Agency Safeguarding Hub (MASH), based on the 'need to know' principle.

The College commits to share information with MASH and allows access to students on-site if required.

The College works closely with the area Prevent team and through them refers to the Channel process when necessary.

The College has developed systems to ensure effective communication between local agencies.

Note: 'confidentiality' is often misunderstood. An over emphasis on confidentiality can leave young people or vulnerable adults in danger of harm. If something is confidential, this does not mean that it cannot be shared. GDPR should be no barrier to information sharing about a person in need, as long as appropriate protocol is followed.

- However, it is important to:
- Share only what it is necessary to share to protect a young person or a vulnerable adult
- Record what is shared, and with whom
- Record reasons for sharing

For further information refer to: Information sharing: advice for practitioners providing safeguarding services.

Inform the individual making the disclosure that information they provide will be shared, why and with whom.

11. Student Contact Details

Kirklees College will endeavour to keep up to date and accurate information in order to keep students safe regarding:

- names and contact details of persons with whom the student normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above) Note that two emergency contacts are required.
- any relevant court orders in place including those which affect any person's access to the young person (e.g. Children and Families Court Order, Injunctions etc.)
- if the young person is or has been subject to a Child Protection or Child In Need Plan
- any other factors which may impact on the safety and welfare of the child

The College will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements.

12. Roles and Responsibilities

The Chair of Corporation has responsibility for allegations if the allegation is against the Principal. Their initial role would be to gather witness statements. There would need to be an internal investigation, pending the content, with the Designated Governor responsible for Safeguarding co-ordinating the process.

The Governing Body

There is a designated governor for safeguarding. It is their responsibility to liaise with the local authority and/or partner agencies on issues of child protection and where allegations of abuse are made against The Principal. He/she will notify the ESFA where the College, or one of its subcontractors, is subject to a safeguarding investigation by the police or the local authority. The Governing Body must consider and approve the College's Safeguarding Policy and annually review its implementation. The designated Governor is responsible for liaising with the Principal and Senior Staff Member with Lead Responsibility over matters regarding safeguarding, including:

- Ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board's procedures.
- Ensuring all relevant policies and procedures include reference to safeguarding / Prevent.
- Ensuring that the Governing body considers College safeguarding and Prevent a priority.
- Ensuring that each year the Governing body is informed of how the College and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

The Governors have an established Safeguarding Committee which meets on a termly basis to receive reports and updates on legal responsibilities and ensure that the Local Authority procedures are being followed appropriately.

The Governing Body is responsible for determining whether any safeguarding incident that results in or risks significant harm to learners and/or other people who come into contact with the College through its work should be reported to the College's charity regulator as a significant incident.

The Senior Nominated Person (member of SLT)

There is a senior lead on safeguarding within the College. It is their responsibility to ensure standardisation and parity between areas of safeguarding practice and policy. This member will report at least annually to the Corporation regarding the appropriate policies and procedures and will provide a statistical analysis of safeguarding incidents and all training and related CPD undertaken.

The Designated Safeguarding Lead (DSL) will provide advice and support to staff on child welfare and child protection matters. He/she will take part in strategy discussions and inter agency meetings and ensure strategies and policies are agreed, implemented and effectively delivered. The DSL will refer to LADO as appropriate. The DSL shall have delegated authority to update the College Safeguarding Policy where amendments are needed to reflect changes to Government guidance, regulations and/or legislation and also to reflect changes to internal operational processes and personnel. Any such changes will be notified to the SLT.

The Deputy Designated Safeguarding Leads (DDSLs) will ensure that procedures are followed across the College and that referrals are made to Social Services and other external agencies in accordance with Local Authority procedures.

The Progress Coach Teams act as a central point of contact for all students and staff in relation to immediate referral of low level or non complex safeguarding issues. These staff, whose role is to initiate appropriate and timely referrals, disseminate key information, promote initiatives throughout College and raise student awareness of the key aspects of safeguarding and welfare.

The Staff Development and Organisational Development Manager is responsible for arranging induction safeguarding training for all new staff and ensuring opportunities exist for refresher training on a 2 year cycle. Prevent refreshers will be based on a 12 month cycle.

The Human Resources Team is responsible for the safe recruitment and employment of staff, DBS and barred list checks, central record and staff safeguarding training ensuring all recruitment checks are completed and the Single Central Record (SCR) is maintained.

The Head of Student Recruitment and Applications is the first point of contact in relation to learner criminal convictions and disclosures. Referrals will be made to Head of Student Support / DDSLs.

The Head of Security and Head of Health & Safety are the designated persons for estates, facilities and security in relation to safeguarding, providing suitable systems to ensure the safety of visitors and all who visit a College centre, ensuring all risks are adequately controlled and regularly reviewed, as necessary including the use of contractors. Centre risk assessments will be annually updated and promoted.

The Curriculum Assistant Principals are responsible for ensuring learners are taught about safeguarding, including e learning, tutorials and through teaching and learning opportunities.

All College staff have a responsibility to report safeguarding issues to the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads, Designated safeguarding Officers or a Progress Coach.

All College staff will undertake an appropriate level of training to raise awareness and highlight key issues. This training will take place as a minimum every two years via briefings and e-learning packages.

The Head of IT Services has responsibility for implementing processes to ensure effective internet monitoring and clear rules and regulations for staff and students, for On Line Safety in general and is responsible for updating acceptable use and other relevant policies regarding College use of IT.

Appendix 1: Support Information

College staff can access government guidance as required on the issues listed below at a number of GOV.UK website addresses

www.gov.uk/government/publications/preventing-and-tackling-bullying

www.gov.uk/government/publications/children-missing-education

www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care

www.gov.uk/government/publications/missing-children-and-adults-strategy

www.gov.uk/CSE-definition and a guide for practitioners

www.gov.uk/domestic-violence-and-abuse

www.gov.uk/government/publications/drugs-advice-for-schools

www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced

www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief

www.gov.uk/government/publications/female-genital-mutilation-guidelines

www.gov.uk/forced-marriage

www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence

www.gov.uk/government/policies/violence-against-women-and-girls

www.educateagainsthate.com/

www.gov.uk/government/publications/mental-health-and-behaviour-in-schools

www.gov.uk/government/publications/prevent-duty-guidance

www.gov.uk/government/publications/children-act-1989-private-fostering

www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/

www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/

www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance

www.kirkleessafeguardingchildren.com

Child Protection in Education (CAPE): www.cape.org.uk

Prevent: www.kirklees.gov.uk/beta/community-safety-partners/prevent.aspx

Keeping Children Safe Online: www.ceop.gov.uk
www.ceop.org.uk/thinkuknow
www.childnet-int.org

DotCom Childrens Foundation: www.dotcomcf.org/

Bullying & child abuse : www.anti-bullyingalliance.org.uk/
www.kidscape.org
www.childline.org
www.nspcc.org.uk

SAFEGUARDING POLICY ADDENDUM-

Safeguarding & Child Protection during COVID-19 College Closure

- 1. Context**
- 2. Vulnerable students**
- 3. Reporting a concern**
- 4. New staff or volunteers**
- 5. Peer on peer abuse**
- 6. Online safety**
- 7. Mental Health**
- 8. Parents and carers**
- 9. Key Contacts**

1. Context

There have been significant changes within our setting and within the UK in response to the outbreak of COVID-19 and this has implications for our current Safeguarding Policy and arrangements.

This Addendum to our Safeguarding Policy sets out some of the adjustments Kirklees College is making in line with the changed arrangements in the college and following advice from government and local agencies.

<https://www.kirkleessafeguardingchildren.co.uk/home/coronavirus-covid-19/>

The current position is that, following the Government announcement, all college sites are closed and timetables have been postponed.

Despite the changes, the College's Safeguarding Policy is fundamentally the same: the welfare of children and young people always comes first, staff should respond robustly to safeguarding concerns and referrals should continue to be made in line with our established safeguarding procedure.

The pressures on children, young people and their families at this time are significant. There will be heightened awareness of family pressures for a variety of reasons including through having to stay within the household, through financial hardship or health anxiety. These areas should be considered in terms of setting any work for students to undertake at home (including recognising the impact of online learning and ability to access online resources). Staff may be aware of the mental health of both students and their parents or carers, and should refer to safeguarding about any emerging concerns.

2. Vulnerable students

Vulnerable students include those who have an allocated social worker and those children and young people with education, health and care plans (EHCPs).

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 Children Act 1989. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Kirklees College will continue to work with and support students' social workers to help protect vulnerable students.

We have undertaken a scoping exercise to identify the most vulnerable students and individual arrangements have been made with students who have an attached social worker and those with an EHCP.

For students subject to a Child Protection Plan and Child In Need Plan, and who have an allocated social worker: contact will be made by the safeguarding team twice weekly with these students in agreement with the family and social worker. Where families have requested this to be once per week, this has been discussed and agreed with the allocated social worker.

For students who are Looked after Children and recent Care Leavers: contact will be made by the LAC Support Team who will call daily, weekly or twice weekly as agreed with the student, carer and social worker.

For students with an EHCP: Support Workers and Learning Support Advisors will maintain regular contact as agreed with students and parents / carers. Support can be delivered through individual arrangements based on curriculum activity.

For students on the edge of social care involvement or pending allocation of a social worker, or identified as high risk: contact will be made by the safeguarding team once per week for a welfare check. The Progress Coach team will also be contacting students to ensure the necessary level of support is offered.

NB: Contact will be made remotely through telephone calls/Skype or other appropriate methods.

3. Reporting a concern

Staff should continue to follow the safeguarding procedures and advise the safeguarding leads immediately about concerns they have about any child, whether in college or not.

COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Staff will continue to log confidential comments through our college system, ProMonitor, as they normally would. If access to ProMonitor to log confidential comments isn't possible, staff will email concerns to safeguarding@kirkleescollege.ac.uk where a member of the safeguarding team will respond to the concern and log on ProMonitor. This email address is monitored by all safeguarding staff.

Normal safeguarding procedures apply for referrals to children's services. This contact will go through a member of the safeguarding team (listed below) who will follow appropriate measures in seeking the appropriate and necessary support. Out of hours guidance can be found in the Safeguarding Guidance 2019-20 and also here:

<https://www.kirkleessafeguardingchildren.co.uk/procedures-local-protocols-and-guidance/>

Should a child or young person be at risk of significant harm and local agencies are not able to respond, the college will immediately follow the safeguarding children partnership escalation procedure, available here:

<https://www.kirkleessafeguardingchildren.co.uk/procedures-local-protocols-and-guidance/>

4. New staff or volunteers

All new starters must have an on-line induction. They must read the college Safeguarding and Child Protection Policy, the Positive Behaviour Policy, the Whistleblowing Policy and the staff Code of Conduct. The Designated Safeguarding Lead or deputy will ensure new recruits know who to contact if worried about a child or young person and ensure the new starters are familiar with the child protection procedure. All new starters or volunteers need to confirm that they have read Part I and Annex A of Keeping Children Safe in Education.

5. Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a college closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other education establishments as an interim measure and similar. When making contact with these families, our staff may ask about relationships between learners.

6. Online safety

It is extremely important that professional boundaries do not slip during this exceptional period and protocols for on line working have been issued:

<https://www.kirkleescollege.ac.uk/wp-content/uploads/2020/03/VIDEO-CONFERENCING-PROTOCOLS.pdf>

With such different arrangements in place, young people could be at greater risk of on line abuse. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Young people will be using the internet more during this period. The College may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when students are learning at the College. The College continues to ensure appropriate filters and monitors are in place. The College has taken on board the guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium. Staff can access further guidance here:

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

7. Mental Health

Restrictions to movement and contact with other people means students could be more likely to be at risk of mental health problems. The Department for Education have produced guidance to support parents:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

8. Parents and Carers

Parents and carers will receive information about keeping students safe online with peers, the College, other education offers they may access and the wider internet community. We have set out the College's approach, including the sites students will be asked to access and named who from the college (if anyone) their student is going to be interacting with online.

9. Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Polly Harrow	07850518700	pharrow@kirkleescollege.ac.uk
Deputy Designated Safeguarding Lead	Nathan Shaw	07969504415	nshaw@kirkleescollege.ac.uk
Deputy Designated Safeguarding Lead	Rory Hillas	07500104155	rhillas@kirkleescollege.ac.uk
Designated Safeguarding Officer	Amie Fuller	07866795073	afuller@kirkleescollege.ac.uk
Designated Safeguarding Officer	Megan Paskin	07816539965	mpaskin@kirkleescollege.ac.uk
Principal & Chief Executive	Marie Gilluley		mgilluley@kirkleescollege.ac.uk
Chair of Governors	Gerard Hetherington		ghetherington@kirkleescollege.ac.uk
LADO	Sandra Shaw	01484 221126 01484 225850	sandra.shaw@kirklees.gov.uk