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Policy Statement:

Annex to Safeguarding Policy COVID-19 Response

Date approved:	13.1.21	Review Date:	March 1 st 2021		
Approved by:	Ben Robinson Principal Bede (Strategic Lead)				
Relevant to (please P):	<input checked="" type="checkbox"/> SRC	<input checked="" type="checkbox"/> Bede	<input checked="" type="checkbox"/> RCC	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> Skills Academy & TVC
Signed (Lead Manager):	<i>Abigail Clay</i>				
Print Name:	Abigail Clay				
Version	1				

1 PURPOSE

The purpose of this annex is to ensure that all students remain safe and healthy during the current COVID-19 outbreak. Despite changes in working practice, our Safeguarding Policy is fundamentally the same.

This annex sets out some of the adjustments we are making in line with the changed arrangements in the College and following advice from government and local agencies.

2 SCOPE

This annex covers all students who would normally be covered in the Colleges Safeguarding Policy (Including Prevent) and appendices.

3 STATEMENT OF ACTION

The way the college is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of young people and vulnerable adults must always continue to come first
- if anyone in college has a safeguarding concern about any young person or vulnerable adult they must continue to act and act immediately
- the Safeguarding and Welfare Team, Designated Safeguarding Lead and Deputy are available as usual
- it is essential that unsuitable people are not allowed to enter the workforce and/or gain access to young people and vulnerable adults
- young people and vulnerable adults should continue to be protected when they are online

4 Linked Policies/documents

- i) Safeguarding Policy (Including Prevent)
- ii) Behaviour Management Policy

5 Location and Access

- i) This annex is available on the Group Gateway, and shared with relevant stakeholders when requested.



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Procedure:

Safeguarding Procedure During COVID-19

Reporting Arrangements

College arrangements continue in line with our Safeguarding Policy.

Safeguarding Officers and Welfare Teams continue to be available should staff have concerns about individual students.

Curriculum Teams must maintain contact with students during the UK lockdown. Generally, a period of 3 to 4 normal timetabled days without contact with an individual student would be deemed as a concern. After trying all contact methods, such as through Microsoft Teams, e-mail, mobile numbers, home numbers and parents or guardian contact numbers, staff must escalate concerns via their PAL in the first instance, to decide on the next course of action.

Welfare Teams are available for general wellbeing issues or where a student cannot be contacted after all communication methods have been exhausted. If, after speaking to your PAL, an escalation to the Welfare Team is required, a referral through Pro-Monitor must be submitted via Welfare Referral Comments. [Access Pro-Monitor here](#)

Welfare Staff can also be contacted via Microsoft Teams, or mobile:

Bede & Skills Academy

Helen Jenkinson 07792 475888

NETA and Stockton Riverside College

Rachel O’riordan NETA – Contact Via Microsoft Teams only
Christine Cook 07968 107338
Emma Garbutt 07736 892733

Redcar and Cleveland College

Helen Mahoney 07702 515472
Jenny Hackett 07702 515467

Safeguarding Officers

Tracy Williams 07967 657577
Helen Jenkinson 07792 475888
Alice Reid 07970 982324

The Designated Safeguarding Lead (DSL) is: Abigail Clay 07885897117

abigail.clay@the-etc.ac.uk

The College approach ensures the DSL Designated Safeguarding Lead is available during open hours of 8:30am – 5:00pm.

All staff must continue to follow the Safeguarding procedure. COVID-19 requires increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

The Local Authority Children's services teams may be affected by the impact of the virus on staff and an increased demand for services.

Identifying Vulnerable Students

The Safeguarding and Welfare Team, High Needs Team and Additional Learning Support Team have undertaken an exercise to identify the most vulnerable students.

We have put in place special arrangements for the following groups of students:

- Looked After Children – Safeguarding staff are contacting Looked After Children on a weekly basis to assess safety and wellbeing
- Previously Looked After young people (Care Leavers) – Safeguarding staff are contacting Care Leavers on a weekly basis to assess safety and wellbeing
- Young people subject to a child protection plan – Safeguarding staff are contacting young people with a child protection plan on a weekly basis to assess safety and wellbeing
- Young people who have a social worker – Safeguarding staff are contacting young people with a social worker on a weekly basis to assess safety and wellbeing
- Young people with an EHCP or High Needs – The High Needs and Additional Learning Support Team are contacting students on a weekly basis to assess safety and wellbeing
- Young people on the Welfare or Safeguarding Caseload – Safeguarding and Welfare Teams are contacting these students on a weekly or fortnightly basis, dependant on risk to assess safety and wellbeing

Teaching and support Staff must use Pro-Monitor to assess which students are identified in one of the vulnerable groups above so that they can be assured that the Safeguarding and Welfare team are in regular contact. The section 'More Information About Me' includes a young person's status of Looked After, Care Leaver, EHCP, High Needs.

Learner Badges indicate where a young person is on a Safeguarding or Welfare Caseload. Badges can be clearly seen beside the student photograph in Pro-monitor.

Badge 'W' indicates a student is working with Welfare, Red, Amber, Green indicate risk levels. Welfare Meetings can be located in 'Meetings' and indicate the most recent contact made and the details of what has been discussed.

Badge 'S' indicates a student is working with Safeguarding, Red, Amber, Green indicate risk levels. During non-face to face teaching time, safeguarding teams will add a comment to Pro-Monitor to indicate that contact with a student has been made.

All teaching and support staff can find information about a student's general risk reasons in Pro-monitor, student ILP, 'Risk Indicators' 'Further Information' section.

Staff Awareness of Increased Risks

During the lockdown period, all staff should remain vigilant to issues which make students more at risk. These are:

Mental Health Decline – Students are isolated from their friends and family members who are not part of their household. They are also spending a lot more time with their immediate family which can present a number of additional risks. Where there are serious concerns, please contact the Safeguarding or Welfare Teams. Students can also be directed to the [VLE > Student Services > Safe and Healthy](#) or [Mental Health Helplines](#) where there are a lot of self-help guides and national helplines.

Poverty – Students may personally struggle with money or their families may struggle as a result of losing jobs or simply making ends meet. All students aged 16-18 or 19+ who would normally receive a free meal at College, are receiving £10 per week to their banks or via vouchers during normal term time. Where students are in extreme hardship, the Safeguarding and Welfare Teams have foodbank details, please refer students via Pro-Monitor Welfare Referral Comments.

Increased Caring Responsibilities – Some students have caring responsibilities at home. This can be for brothers, sisters or parents. As children are not at college, these caring responsibilities may increase. Please be mindful of this when setting work for your students, an increased caring responsibility with an increased or unrealistic college workload can affect a student's mental health. [Carers UK](#) have useful advice for people with caring responsibilities.

Increased Anxiety – Anyone can experience anxiety. Students may be anxious about workload, uncertainty about grades or getting in to University. These feelings are normal, however, can manifest with physical symptoms. There is information on the [NHS website](#) to support the management of symptoms.

Online Risks – As many students have moved online to continue to study, this increases the risks associated with online abuse. Advice for young people can be found here, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#). Concerns should be passed to the Safeguarding and Welfare Team immediately.

Peer on Peer Abuse – Appendix D of the Safeguarding Policy describes Peer on Peer abuse in detail. Particular risks during UK Lockdown may be from Sexting, unwanted or illegal sending of images, bullying online or via text. Whilst unlikely, it is not impossible that young people or vulnerable adults could be at risk of physical sexual harassment. If you are notified of any type of abuse, you must escalate immediately to the Safeguarding Team.

Using Online Resources Safely

All staff must continue to keep themselves safe during UK lockdown. Suggestions to maintain safe working practices are:

- Always make a note of the conference timing and who participated, including those that arrived/departed early or late. Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing
- If the service you use records the conference, make sure that everyone is aware of this. It's important to know how long any recordings are kept for and how to access them.

In addition to these suggestions, all staff must adhere to the ICLT – Social Media & Web policy which can be found on the [College Gateway](#).

All Staff must only communicate with students using College approved platforms, these are:

- Microsoft Teams
- The College VLE
- College Approved Facebook Accounts (accounts must be closed groups)

Staff should never use personal Facebook accounts, give out personal mobile numbers or use direct messaging services such as Snapchat to communicate with students.

Out of Hours Contact

During the UK lockdown, students may contact any member of staff, out of normal College hours for help in an emergency. Normal protocols should be followed, which are:

If a child or vulnerable adult tells you that s/he has been or is experiencing any form of abuse or his/her explanation of a physical injury is that a parent, guardian or other person has caused it, this is an ***allegation***. If this happens:

- Remain calm, listen carefully, give the person plenty of time to talk and allow the person to speak without interruption
- Never make suggestions or lead the person in any way. This is very important as asking what could be seen to be leading questions could seriously weaken a case if it went to court. Leave this to those who will conduct the subsequent investigation (e.g. the police)
- Be honest and explain that you are unable to keep the information they have told you a secret and that you will have to involve other people, but reassure them that they have done the right thing by disclosing to you, that only people who need to know will be told, and that the situation will be dealt with sensitively
- Write down what you were told or saw as soon as possible afterwards. Record the date and the precise time of day s/he told you and the date and precise time you wrote it down; preferably using a College Safeguarding concern form. This form is available on the staff gateway on the home page of the College Safeguarding (including Prevent) site, however, any form of notes are appropriate
- Contact a Designated Person immediately, following the lines of referral outlined below

The Designated Safeguarding Lead (DSL) is: Abigail Clay abigail.clay@the-etc.ac.uk

If you are unable to contact the Designated Safeguarding and the student is in immediate danger, you must call 999. If a referral to social care is required, please use the numbers below.

Click on the link below to find the most up to date safeguarding referral number for our local authority. You will require the postcode of the local authority you want to contact - the college postcode is TS17 6FB for Stockton. TS10 1EZ for Redcar.

[Report Abuse Here](#)

Stockton and Hartlepool Children and Adult Services

In office hours	Children's Hub - Tel: 01642 130 080 Adult Services - Tel: 01642 527 764	email: childrenshub@hartlepool.gov.uk email: firstcontactadults@stockton.gov.uk
Out of hours	Emergency Duty Team	Telephone: 01642 524 552
Police	Telephone: 01642 326 326 or 999 in an emergency	

Redcar Children and Adult Services

In office hours	First Contact -Tel: 01642 771 500 Children's Services - Tel: 01642 130 700 Adult Services - Tel: 01642 065 070	email: southteesmach@redcar-cleveland.gov.uk email: accessadultsteam@redcar-cleveland.gov.uk
Out of hours	Emergency Duty Team	Telephone: 08702 402 994
Police	Telephone: 01642 326 326 or 111 non-emergency or 999 in an emergency	

You should follow the instructions of the police or social care and maintain contact with the student until they are safe.

At the next earliest opportunity, you must contact the Designated Safeguarding Lead to pass on all details.

Annex Updates

Updates to this annex will be made as the UK lockdown position evolves and when Government policy changes.

The most recent version will be located on the College Gateway