



## **Annex to Safeguarding Policy January 2021 - Joseph Chamberlain College Response to COVID19**

### **1) Introduction**

Following the outbreak of the COVID19 virus and the announcement of the national lockdown on the 4<sup>th</sup> January 2021 there have been significant changes within Joseph Chamberlain College which affect the college's approach to safeguarding. Following government guidance students and the majority of staff are currently working remotely.

Despite the changes to learning methods, the college's Safeguarding Policy remains fundamentally unchanged. The college continues to take all reasonable steps to protect all students from all forms of abuse and significant harm. Staff should respond robustly and immediately to safeguarding concerns and report these via My Concern in line with the college's established safeguarding procedure.

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) The Current Position**

All students have been provided with an extensive programme of online and self-directed learning which includes live lessons, video and online support provided by teachers, tutors and academic learning coaches.

All students are being contacted weekly and a 1:1 tutorial is being conducted by their Progress Tutor or Academic Learning Coach.

Vulnerable students are also contacted twice per week by a member of the safeguarding team.

Vulnerable students (including those with a social worker and those with an EHCP) and children of key workers are aware that they are able to attend the college if their circumstances require them to do so.

### **3) Safeguarding Reporting Arrangements**

The college's arrangements continue in line with the Safeguarding Policy and all concerns are recorded via the My concern database.

The Senior Designated Safeguarding Lead is Jo Lawrence, Vice Principal Welfare and Progression and a full list of the Designated Safeguarding Leads have been detailed below;

<b>Name</b>	<b>Email</b>	<b>Contact Number</b>
Jo Lawrence	<a href="mailto:jlawrence@jcc.ac.uk">jlawrence@jcc.ac.uk</a>	07501 234170
Lisa Barton	<a href="mailto:lbarton@jcc.ac.uk">lbarton@jcc.ac.uk</a>	07766 551123
Lorretta Starling	<a href="mailto:lstarling@jcc.ac.uk">lstarling@jcc.ac.uk</a>	07584 882510
Kal Kunor	<a href="mailto:kkunor@jcc.ac.uk">kkunor@jcc.ac.uk</a>	07584 040623
Samantha Bills	<a href="mailto:sbills@jcc.ac.uk">sbills@jcc.ac.uk</a>	07766 737428
Naveed Ahmed	<a href="mailto:nahmed@jcc.ac.uk">nahmed@jcc.ac.uk</a>	07766738769
Katie Banks	<a href="mailto:kbanks@jcc.ac.uk">kbanks@jcc.ac.uk</a>	N/A
Laura Ellis	<a href="mailto:lellis@jcc.ac.uk">lellis@jcc.ac.uk</a>	07827 925720
Yvonne Hoyte	<a href="mailto:yhoyte@jcc.ac.uk">yhoyte@jcc.ac.uk</a>	N/A
Anna Richards (adults)	<a href="mailto:arichards@jcc.ac.uk">arichards@jcc.ac.uk</a>	07827925792
Yvette Meehan (adults)	<a href="mailto:ymeehan@jcc.ac.uk">ymeehan@jcc.ac.uk</a>	07557749756

The college's approach ensures the Designated Safeguarding Lead or a deputy is always on site while the college is open. All members of the Designated Safeguarding team are available via email or on the numbers above between 08:30 and 4:30 Monday to Friday. The college has established a dedicated safeguarding helpline which has been advertised and provided to staff, students and parents – **07766 551123**.

Staff will continue to follow the Safeguarding procedure and advise the safeguarding leads immediately about concerns they have about any student, whether in college or not via the My Concern database or by telephone. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in safeguarding standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are to complete and submit a referral form.

The arrangements to contact the LADO team at the local authority remain unchanged.

#### **4) Identifying Vulnerable Students**

The college has completed a scoping exercise to identify the most vulnerable students. At Joseph Chamberlain college these include students who are looked after, previously looked after, those with an Education Health and Care plan and those that have already been identified as vulnerable as part of the college's ongoing safeguarding procedures.

The following arrangements are in place for these groups of students;

<b>Vulnerable Group</b>	<b>Arrangements</b>
Looked After Children	<ul style="list-style-type: none"> <li>• Able to attend the college should they need or wish to</li> <li>• Twice weekly welfare checks completed by a Designated Safeguarding Lead</li> <li>• 1:1 tutorial per week with Personal Tutor or Academic Learning Coach</li> <li>• Regular telephone contact with foster carers &amp; social workers</li> <li>• PEP documentation completed online</li> <li>• Online support via subject teacher or academic learning coach</li> <li>• Weekly free meals and vulnerable bursary payment</li> <li>• Weekly student newsletter</li> </ul>
Previously Looked after Children	<ul style="list-style-type: none"> <li>• Able to attend the college should they need or wish to</li> <li>• Twice weekly welfare checks completed by a Designated Safeguarding Lead</li> <li>• 1:1 tutorial per week with Personal Tutor or Academic Learning Coach</li> <li>• Regular telephone contact with Key Workers</li> <li>• Online support via subject teacher or academic learning coach</li> <li>• Weekly free meals and vulnerable bursary payment</li> <li>• Weekly student newsletter</li> </ul>
High Needs Students	<ul style="list-style-type: none"> <li>• Able to attend the college should they need or wish to</li> <li>• Daily support available from Inclusive learning Support Team</li> <li>• Regular telephone contact with parents</li> <li>• 1:1 tutorial per week with Personal Tutor or Academic Learning Coach</li> <li>• Weekly student newsletter</li> </ul>
Other Vulnerable Students	<ul style="list-style-type: none"> <li>• Able to attend the college should they need or wish to</li> <li>• Twice weekly welfare checks completed by a Designated Safeguarding Lead</li> <li>• 1:1 tutorial per week with Personal Tutor or Academic Learning Coach</li> <li>• Regular telephone contact with Key Workers</li> <li>• Online support via subject teacher or academic learning coach</li> <li>• Weekly free meals payment where appropriate</li> <li>• Weekly student newsletter</li> </ul>

In addition, the following groups have specific arrangements around contact and support from the school.

Student Group	Arrangements
Children of Key Workers	<ul style="list-style-type: none"> <li>• Able to attend the college</li> <li>• 1:1 tutorial per week with Personal Tutor or Academic Learning Coach</li> <li>• Regular telephone contact with parents</li> <li>• Online support via subject teacher or academic learning coach</li> <li>• Weekly free meals payment where appropriate</li> <li>• Weekly student newsletter</li> </ul>
Children at Home	<ul style="list-style-type: none"> <li>• 1:1 tutorial per week with Personal Tutor or Academic Learning Coach</li> <li>• Regular telephone contact with parents</li> <li>• Online support via subject teacher or academic learning coach</li> <li>• Weekly free meals payment where appropriate</li> <li>• Weekly student newsletter</li> </ul>

## 5) Support for Parents & Carers

All parents/carers are in receipt of a telephone number for their son/daughter's Personal Progress Tutor and these telephones will be available Monday to Friday from 08:30 – 4:30.

In addition to the safeguarding helpline there are dedicated helplines for parents and students with learning difficulties and disabilities which have been detailed below;

- Parents - **07584 040623**
- SEND - **07827 925720**

Parents will also receive a weekly newsletter which will provide them with key safeguarding and wellbeing information, advice and guidance which will support them and their child.

The college website is updated daily and provides safeguarding information.

## 6) Accommodating Other Students

Where students attend the college from other settings confirmation from the Designated Safeguarding Lead will be required to identify whether they have a Safeguarding File or an Education Health and Care Plan. This file must be provided securely before the student begins at the college and a plan will be agreed by both colleges to ensure that the student is kept safe. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about students placed at the college will be recorded on My Concern.

The Senior Designated Safeguarding Lead 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 My Concern.

## **7) Attendance**

The College is following the attendance guidance issued by government. Where a student is expected and does not arrive the college will follow the approved attendance procedure and the Progress Tutor will contact the family. If contact is not possible by 9:30am the Senior Designated Safeguarding Lead will be informed.

All students are asked to register their attendance remote learning by 10:30 each morning. Students that are not registering a daily basis will be contacted by their Personal Tutor or an Academic Learning Coach.

## **8) Staff Awareness**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas will be considered in the setting of any work for students to undertake at home.

All staff will be aware of the mental health of both students and their parents and carers and will report any concerns to the safeguarding team.

There is an increased risk of domestic abuse during this period and all staff will ensure that any concerns are reported to the safeguarding team.

The college recognises the potential for abuse to go on between young people, especially in the context of a college closure or partial closure. Staff will remain vigilant to the signs of peer on peer abuse, including those between young people who are not currently attending the college.

With different arrangements young people could be at greater risk of abuse from staff or volunteers. All staff are reminded to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

## **9) Online Safety**

Students will be using the internet more during this period. Guidance has been issued to staff which provides support around keeping themselves safe online. The following measures are in place to keep students safe;

- Appropriate filters and monitors are in place on all college technology
- Staff will report any concerns via the My Concern database
- Students accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the college if they feel unsafe
- Parents and carers have received information about keeping children safe online.

- Free additional support for staff in responding to online safety issues can be accessed from the Professionals Online Safety Helpline at the UK Safer Internet Centre.

## **10) Safer Recruitment & Volunteers**

Any staff or volunteers from outside the college will complete an induction to ensure they are aware of the risks and know how to act if they are concerned.

New starters will have an induction before starting at the college or on their first day with a member of the safeguarding team. All new staff will also be sent a copy of the college's Safeguarding Policy including this annex and part 1 of the Keeping Children Safe in Education statutory guidance

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, the college will seek evidence from their setting that;

- the member of staff has completed relevant safeguarding training
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken. of all staff and volunteers working in the school, including those from other settings.

The college will use the visitor registration system to keep a comprehensive list of who is onsite on a daily basis.

The single central record will be updated to reflect any volunteers working onsite.

This annex has been approved by the college's Senior Leadership Team on 07/01/2021.