

## Annex to Safeguarding Policy

### COVID-19 changes to our Safeguarding Policy

January 2021

#### Response to COVID-19

There have been significant changes within our setting and within the UK in response to the outbreak of COVID-19.

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

Following the government announcement with regards to the opening of schools and colleges, the college site is open to a small number of learners from 5<sup>th</sup> January 2021 as per the guidance to facilitate remote learning until February half term. The remaining learners will continue to be taught remotely.

Despite the changes, the college's Safeguarding Policy is fundamentally the same: Loughborough College considers the welfare of children, young people and vulnerable adults of paramount importance and aims to safeguard and promote their welfare, safety and health by providing an open, caring, responsive and supportive learning environment which responds to needs immediately. The college will ensure that all children, young people and vulnerable adults who access the college facilities feel safe and will put in place college-wide procedures and staff training to achieve this.

Staff should continue to respond to safeguarding concerns and contact the Safeguarding Team on 07979737474 in line with our existing college safeguarding policy and procedure, this is for learners that are both accessing the site and for those continuing to access their learning remotely. The safeguarding phone remains in operation and will be answered Monday – Friday: 08.30 – 17:00.

For further details of college safeguarding arrangements, please visit our college website [safeguarding page](#)

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.

#### Vulnerable Groups, EHCP Learners, Young Carers, Learners in Care (Inclusion)

The college has contacted all learners within this group and from 5<sup>th</sup> January 2021 there are small number of learners that will access on site provision. The college risk assessment includes health and safety processes that staff and learners will need to maintain whilst on campus. The college have an on-site COVID-19 testing facility and strongly encourages all staff and learners to be tested in order to safeguard themselves and others within the college environment

Where learners are not coming back on to site and are continuing with their education remotely, this section sets out how we will continue to support and monitor learners.

Curriculum areas have a list of all of their EHCP learners and have been asked to keep in regular contact to support their learning. Each Curriculum Manager has been given the details of their key contact within the support team. Learners (and their parents) with an EHCP will be contacted weekly to check on support and progress by their Additional Learning Support (ALS) key worker.

Support Keyworkers contact EHCP learners at least once a week (unless learner specifies). For those under 18, parents are also contacted to ensure engagement and that needs are being met. Remote LSA support is made available to those where it is identified as a need. All contact from curriculum and support staff is documented through the learners ILP, to ensure a joined-up approach to the support provided.

Young carers and learners in care will be contacted weekly by the Inclusion Mentors to check on wellbeing and to offer support. The Inclusion Mentors have already contacted social workers, youth workers and/or Personal Assistants to confirm support arrangements. PEPs and LAC reviews will be completed remotely in agreement and in accordance with the local authorities.

For those learners who are 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 weekly with these learners in agreement with the family and social worker.

All contact is documented on the learner's ILPs to ensure a joined-up approach to supporting this group of learners.

## **Reporting Arrangements**

The college arrangements continue in line with our Safeguarding Policy.

The Designated Safeguarding Lead is:

Heather Clarke: [Heather.Clarke@loucoll.ac.uk](mailto:Heather.Clarke@loucoll.ac.uk)

The Deputy DSL is:

Dannii Donovan: [Dannii.Donovan@loucoll.ac.uk](mailto:Dannii.Donovan@loucoll.ac.uk)

The safeguarding 1<sup>st</sup> line response is 07979737474

The DSL contact number is 07786800492

The college's approach ensures the Safeguarding Team and the DSL or a Deputy DSL is always available via telephone during college hours: Monday - Friday 08.30 – 17.00. From the 5<sup>th</sup> January a DSL and a member of the safeguarding team will be available to support and assist with safeguarding referrals. The internal referral process for calling the 1<sup>st</sup> line response remains the same.

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.

Children and Adult Social Care services may be affected by the impact of the virus on staff and an increased demand for services. Where a learner is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority in line with the local authority referral processes.

## **Out of hours and emergency safeguarding contacts**

### **Life threatening situation:**

Phone 999 if a crime is being committed or if a child/young person or vulnerable adult is in immediate danger.

Contact Leicestershire Police on 101 if you think a crime has been committed but there is no immediate danger.

- If you think a child, young person or vulnerable adult is being abused or mistreated or you have concerns about a child, young person or vulnerable adult's well-being you should call and speak to someone at one of the following numbers:

Leicestershire County Council- Children's Social Care First Response

First Response Professionals Consultation Line 0116 3055500

Telephone Referral - Priority 1 (Requires same day response) 0116 3050005 (including out of hours)

<https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-abuse-or-neglect-of-a-child>

Leicestershire County Council, Adult; Adult Social Care:

Telephone: 0116 305 0004

(Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)

Emergency Duty Team: Telephone: 0116 255 1606

(Evenings, weekends, bank holidays)

<https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-abuse-of-an-adult>

Leicester City Social Care, Children

Contact the Duty and Advice Service: 0116 454 1004

<https://www.leicester.gov.uk/health-and-social-care/support-for-children-and-young-people/childrens-social-care/>

Leicester City Social Care, Adults

Contact details:

Telephone: 0116 454 1004 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)

Emergency number: 0116 255 1606

<https://www.leicester.gov.uk/health-and-social-care/adult-social-care/what-support-do-you-need/staying-safe-and-avoiding-harm/>

NSPCC Helpline Children (Under 18)

Help for adults concerned about a child: Call 0808 800 5000

Help for Children and Young People

Call Childline on 0800 1111

<https://www.nspcc.org.uk/>

## **Attendance**

The college is following the [attendance guidance issued by government](#). Attendance registers for vulnerable learners will be completed and returned back to the local authority. Curriculum staff are monitoring and tracking all learner's attendance at online lessons and their engagement with online learning. Where learners are not engaging and curriculum teams are unable to contact learners, escalation to safeguarding procedure should be followed.

## **Increased Risk – Staff Awareness**

The pressures on the learners 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 aspects should be considered in the setting of any work for the learners to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both the learners and their [parents and carers](#), informing the safeguarding team and/or the DSL's about any concerns.

## **Peer on Peer Abuse**

We recognise the potential for abuse to occur between young people, especially in the context of a college closure and the increased risk of this being online. Our staff will remain vigilant to the risks with regards to online peer on peer abuse. Learners and staff are to escalate to safeguarding should there be concerns about peer on peer abuse.

## **Online Risk – Staff**

Young people will be using the internet, social media and technology more frequently during this period. The college is also using online approaches to deliver teaching, training and support. Staff will be aware of the signs and signals of cyberbullying and other online risks and will apply the same child-centred safeguarding practices as when learners are learning at the college. The college continues to ensure appropriate filters and monitors are in place and 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'.

It is extremely important that professional boundaries are maintained during this exceptional period. Protocols for online working and working from home have been issued and can be accessed through the college dashboard (FAQs).

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/>

Learners accessing remote learning will receive guidance on keeping safe online and know how to raise concerns with the college, Childline, the UK Safer Internet Centre and CEOP.

## **Online Risks - Learners**

Social networking is hugely popular and even more-so in these unprecedented times, as learners may feel cut-off from their friends. The college is also delivering online teaching, training and support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same person-centred safeguarding practices as when our learners are on campus.

We have compiled a list of helpful websites to provide our learners with help and advice to keep themselves safe when online:

NSPCC provides support and advice and helps you understand the risks being online can bring; <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

‘Thinkuknow’ is the education programme from National Crime Agency (NCA) and Child Exploitation and Online Protection (CEOP), a UK organisation which protects you both online and offline; [https://www.thinkuknow.co.uk/14\\_plus/](https://www.thinkuknow.co.uk/14_plus/)

If you are worried about online sexual abuse or the way someone has been communicating with you online, contact CEOP; [www.ceop.police.uk](http://www.ceop.police.uk)

Childline. If you are being bullied, or you are not ready to make a report to CEOP, you can talk to Childline anonymously online or on the phone. No worry is too big or too small.

Gaming. Whether you play games online, by yourself or on your mobile, if you have concerns about being bullied or trolled in games, Childline have all the advice to keep you safe: <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/online-gaming/>

‘Internet Matters’ provides expert support and practical tips to help you benefit from connected technology and the internet safely and smartly; <https://www.internetmatters.org/>

You can anonymously and confidentially report child sexual abuse content and non-photographic child sexual abuse images to the ‘Internet Watch Foundation’ [www.iwf.org.uk](http://www.iwf.org.uk)

## **Allegations or Concerns About Staff**

With such new and different working arrangements, young people could be at greater risk of abuse from staff or volunteers. 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 Principal and CEO, Head of HR or the Designated Safeguarding Lead.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take-action if they are concerned.

We have confirmed that arrangements to contact the LADO at the local authority remain unchanged:

Allegations Manager/LADO (Local Authority Designated Officer) Leicestershire County Council

0116 3057597

If necessary, the college will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the ‘Teacher Regulation Agency’ in line with paragraph 166 of ‘Keeping Children Safe in Education 2019’ using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## Mental Health and Wellbeing

Restrictions to movement and contact with other people means learners may be more likely to be at risk of mental health problems. Mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem.

The college has arranged for all college wellbeing services to operate remotely. The referral process is still active and all existing learners referred to services are still receiving support remotely. From the 15<sup>th</sup> June, a mental health co-ordinator will be on site in order to be able to support those learners who might require the additional support and guidance. Contact needs to be made with the learners and/or parents/carers (where relevant) of those learners returning to campus in order to identify any new changes to their wellbeing as a result of COVID-19 and offer the relevant support

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>

The following organisations can also provide support:

[www.kooth.com](http://www.kooth.com) – Free online emotional wellbeing and counselling with self-help articles

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing>

<https://www.mind.org.uk/information-support/helping-someone-else/>

<https://calmharm.co.uk/>-Calm Harm App – A phone app providing help for those who use self-harm as a coping strategy.

<https://www.giveusashout.org/about-shout/> Mental Health 24/7 UK crisis text service available for times when people feel they need immediate support.

## Parents and Carers

Parents and carers will receive information about keeping learners safe online with peers, the college and the wider internet community. We have set out the college's approach, including the sites learners will be asked to access and have set out who from the college (if anyone) their young person is going to be interacting with online.

Parents have been offered the following links:

'Internet Matters' provides expert support and practical tips to your young person to benefit from connected technology and to use the internet safely and smartly; <https://www.internetmatters.org/>

'NSPCC' can help parents/carers set up parental controls and understand the risks being online can bring; <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

'Thinkuknow' is the education programme from National Crime Agency (NCA) and Child Exploitation and Online Protection (CEOP), a UK organisation which protects children both online and offline; [https://www.thinkuknow.co.uk/14\\_plus/](https://www.thinkuknow.co.uk/14_plus/)

To help you during COVID-19 and the closure of schools and colleges, CEOP have released activity packs with simple 15-minute activities you can do with your young person to support their online safety at a time when they will be spending more time online at home;

<https://www.thinkuknow.co.uk/parents/>

'Parent Zone' provides support and advice to parents, with contributions from the leading experts and organisations in matters related to young people and families in a digital world.

[www.parentzone.org.uk](http://www.parentzone.org.uk)

'Ask About Games' provides the answers to the questions parents and players have about video game age ratings, provides advice on how to play games safely and responsibly, and offers families helpful tips to ensure they get the most out of the games they enjoy together;

[www.askaboutgames.com](http://www.askaboutgames.com)

If you are concerned about online grooming or sexual behaviour online, contact CEOP;

[www.ceop.police.uk](http://www.ceop.police.uk)

If you stumble across criminal, sexual or obscene content on the internet you should report it to the 'Internet Watch Foundation'; [www.iwf.org.uk](http://www.iwf.org.uk)