

Name of Policy:	Safeguarding and Child Protection Policy
Approval date	26 th November 2020; amended 6 th January 2021
Approved by:	Corporation
Consultation	Leadership Team
LT Owner:	Assistant Principal
To be reviewed	Annually

Contents:

Summary statement
Introduction and definitions

1. Prevention
2. Procedures
3. Supporting students
4. Preventing unsuitable people working with young people
5. Other related policies
6. Governing body child protection responsibilities

Appendix A: Categories of abuse

Appendix B: Covid19

Appendix C Useful Contacts

Appendix D: Managing an allegation against a member of staff

INTRODUCTION

Everyone has a responsibility for safeguarding students.

Long Road Sixth Form College fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of young people and vulnerable adults and prevent their abuse.

This responsibility is more fully explained in the statutory guidance for schools and colleges "Keeping Children Safe in Education" (September 2020). All staff are made aware of their duties and responsibilities under part one of this document.

All staff read and sign to indicate that they have read the above document together with "What to do if you're worried a child is being abused: Advice for practitioners" (March, 2015).

Through their day-to-day contact with students and direct work with families all staff in college have a responsibility to:

- Identify concerns early to prevent them from escalating;
- Provide a safe environment in which students can learn;
- Identify students who may benefit from early help;
- Know what to do if a child tells them he/she is being abused or neglected;
- Follow the referral process if they have a concern.

This policy sets out how the college's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of young people and vulnerable adults who are students at the college. Our policy applies to all staff, paid and unpaid, working in the college including governors. Learning Support Assistants, site and office staff as well as teachers can be the first point of disclosure for a student. Concerned parents/carers may also contact the college and its governors.

This policy is available to parents on request and is on the college website. It is consistent with the Safeguarding Children Partnership Board procedures.

There are four main elements to our policy:

- **PREVENTION** through the teaching and pastoral support offered to students and the creation and maintenance of a whole college protective ethos;
- **PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix A);
- **SUPPORTING YOUNG PEOPLE** particularly those who may have been abused or witnessed violence towards others;
- **PREVENTING UNSUITABLE PEOPLE WORKING WITH STUDENTS**
Processes are followed to ensure that those who are unsuitable to work with students are not employed

PREVENTION

- 1.0 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with trusted adults help to protect students.

The college will therefore:

- 1.0.1 Establish and maintain an environment where students feel safe in both the real and the virtual world and are encouraged to talk and are listened to.
- 1.0.2 Develop a whole college protective ethos in which peer on peer abuse, including sexual violence and sexual harassment will not be tolerated.
- 1.0.3 Be aware that safeguarding incidents and behaviours can be associated with factors outside the school or college and that children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms including sexual exploitation, criminal exploitation, and serious youth violence.
- 1.0.4 Ensure students know that there is a safeguarding team in the college who they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate.
- 1.0.5 Provide regular training to ensure that staff understand their responsibility for safeguarding and promoting the welfare of students.
- 1.0.6 Ensure all staff read as a minimum, Part 1 of the statutory guidance 'Keeping Children Safe in Education', the College Staff Code of Conduct and this policy.
- 1.0.7 Provide training and guidance for staff about avoiding situations in which allegations may be made against them particularly when working in one-to-one situations with students.
- 1.0.8 Include in the curriculum activities and opportunities which equip students with the skills they need to stay safer from abuse both in the real and the virtual world and information that certain types of behaviour within relationships and on-line are criminal and information about who to turn to for help.
- 1.0.9 Promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children (including children with a social worker) are experiencing/have experienced with teachers and school and leadership staff.

2.0 PROCEDURES

- 2.1 We will follow the procedures set out in the Cambridgeshire and Peterborough Safeguarding Children Partnership Board 'Inter-Agency Procedures'. A copy of these procedures can be found on their website: <http://www.safeguardingpeterborough.org.uk/children-board/>

The college will:

- 2.1.1 Appoint a senior member of staff to the role of Designated Safeguarding Lead (DSL). The DSL will take lead responsibility for safeguarding and child protection and lead the support and guidance for staff on safeguarding and welfare issues. Ensure that the Designated Safeguarding Lead and other members of the safeguarding team (Deputy Designated Safeguarding Leads, DDSL) have undertaken the two day training provided by the Education Child Protection Service and that this training is updated at least every two years and they take available opportunities to regularly refresh their knowledge and skills.

- 2.1.2 Nominate a governor for safeguarding and child protection who has undertaken appropriate training and who will meet termly with the Designated Safeguarding Lead. The governor for safeguarding will have oversight of the application of the safeguarding policy and will report on student safeguarding matters to the Standards Committee.
- 2.1.3 Ensure that every member of staff, paid and unpaid, and the governing body knows who the Designated Safeguarding Leads and Deputies are and the procedures for passing on concern from the point of induction. Staff members are required to complete a logging concern form and pass it in person to the Safeguarding team immediately.
- 2.1.4 Ensure that there are members of the safeguarding team available during college hours, in term-time, to discuss any safeguarding concerns and all staff are clear upon the course of action they must take if, in exceptional circumstances, a member of the team is not available or a concern arises outside normal college hours. In line with guidance in 'Keeping Students Safe in Education', page 9, 'Staff should consider speaking to a member of the senior leadership team and/or take advice from social care.'
- 2.1.5 Ensure all staff members undergo safeguarding and child protection training at induction and ensure that staff training is regularly updated at least every three years.
- 2.1.6 Ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to students and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policy.
- 2.1.7 Maintain vigilance in the follow-up of student absence procedures, recognising that being 'missing from education' can be an indicator of potential risk.
- 2.1.8 Have in place procedures for reporting cases, or suspected cases of abuse including female genital mutilation about a female under 18, child sexual exploitation, honour based violence and forced marriage. There is a mandatory duty on teachers to report to the police cases where they discover that an act of FGM has been carried out. This should be done immediately after the designated person has been informed.
- 2.1.9 Report cases of private fostering if a student is under 16 or under 18 and registered disabled.
- 2.1.10 Have in place records of and support for 'Looked After' and 'Previously Looked After' Children.
- 2.1.11 Ensure that the college is vigilant in protecting students from peer on peer abuse, recognising the gender issues that can be prevalent when dealing with such abuse which may include physical, emotional, sexual and/or financial abuse, coercive control, exploitative relationships, harmful sexual behaviour and violence and upskirting.
- 2.1.12 Have in place age appropriate measures to filter and monitor on-line activity.
- 2.1.13 Have in place measures to protect students with Special Educational Needs and Disabilities (SEND) understanding that additional barriers can exist when recognising abuse in these students.
- 2.1.14 Liaise with the three safeguarding partners (Local Authority, clinical commissioning group and police) as appropriate and work with other agencies in line with Working Together to Safeguard Children, 2018.
- 2.1.15 Complete the Safeguarding Children Partnership Board's Exploitation (CSE/Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation or child sexual exploitation.

- 2.1.16 Work in partnership with Cambridgeshire Police and Cambridgeshire County Council to identify and provide appropriate support to pupils who have experienced domestic abuse in their home; this scheme is called Operation Encompass.
- 2.1.17 Seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.
- 2.1.18 Ensure that this policy is available publicly via the college website www.longroad.ac.uk.

2.2 Before and after College activities (on or off college site)

- 2.2.1 For before or after college activities directly under the supervision or management of college staff, the college's arrangements for safeguarding as written in this policy shall apply.
- 2.2.2 Where services or activities are provided separately by another body, either on or off college site, the college will check that the body concerned has appropriate policies and procedures in place for safeguarding students and child protection and there are arrangements to liaise with the college on these matters where appropriate.

2.3 Liaison with Other Agencies

The college will:

- 2.3.1 Work to develop effective links with relevant services to promote the safety and welfare of all students.
- 2.3.2 Co-operate as required, in line with 'Working Together to Safeguard Children,' (July 2018), with key agencies in their enquiries regarding safeguarding matters including attendance and providing written reports at child protection conferences and core groups.
- 2.3.3 Notify the relevant Social Care Unit immediately if:
- it should have to exclude a student who is subject to a Child Protection Plan (whether fixed term or permanently);
 - there is an unexplained absence of a student who is subject to a Child Protection Plan;
 - there is any change in circumstances to a student who is subject to a Child Protection Plan.
- 2.3.4 When a student who is subject to a child protection plan leaves, information will be transferred to the new college immediately. The Child Protection Chair and Social Work Unit will also be informed

2.4 Record Keeping

The college will:

- 2.4.1 Keep clear, detailed, accurate, written records of concerns about students (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.
- 2.4.2 Ensure all paper records are kept securely, separate from the main student file, and in a locked location and that electronic records are stored on an identified, secure platform
- 2.4.3 Ensure all relevant child protection records are sent to the receiving college or establishment when a student moves colleges in accordance with 'Keeping Students Safe in Education'

(September 2020) and the 'Education Child Protection Record Keeping Guidance'. The DSL will consider whether it would be appropriate to share information with the new college in advance of a student leaving.

- 2.4.4 Make parents aware that such records exist except where to do so would place the child at risk of harm.
- 2.4.5 Ensure all actions and decisions are led by what is considered to be in the best interests of the child.

2.5 Confidentiality and information sharing

- 2.5.1 The Data Protection Act 2018 does not prevent college staff from sharing information with relevant agencies, where that information may help to protect a child.

The college will:

- 2.5.2 Ensure staff and volunteers adhere to confidentiality protocols and that information is shared appropriately.
- 2.5.3 Ensure staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard students, (as set out in 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).
- 2.5.4 Ensure that if a member of staff receives a Subject Access Request (under the Data Protection Act 2018) from a student or parent they will refer the request to the Designated Safeguarding Lead or Principal.
- 2.5.5 Ensure staff are clear with students that they cannot promise to keep secrets.

The Designated Safeguarding Lead/Personnel will:

- 2.5.6 Disclose information about a student to other members of staff on a 'need to know' basis. Parental consent may be required.
- 2.5.7 Aim to gain consent to share information and be mindful of situations where to do so would place a student at increased risk of harm. Information may be shared without consent if a person believes that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a student in a timely manner.
- 2.5.8 In cases where the 'serious harm test' is met, withhold providing the data in compliance with schools' obligations under the Data Protection Act 2018 and the GDPR.
- 2.5.9 Record when decisions are made to share or withhold information, who information has been shared with and why. (See 'Working Together to Safeguard Children,' July 2018)
- 2.5.10 Seek advice about confidentiality from outside agencies if required. (See 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).

2.6 Communication with Parents/Carers

The college will:

- 2.6.1 Ensure that parents/carers are informed of the responsibility placed on the college and staff in relation to child protection by setting out its duties in the college prospectus/website.
- 2.6.2 Undertake appropriate discussion with parents/carers prior to involvement of another agency, unless the circumstances preclude this action.
- 2.6.3 Seek advice from Social Care if the college believes that notifying parents could increase the risk of harm to the child. Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the young person has an injury or where it may lead to loss of evidence.
- 2.6.4 Record what discussions have taken place with parents or if a decision has been made not to discuss it with parents, record the reasons why

3.0 SUPPORTING STUDENTS

The college recognises that **any** young person or vulnerable adult may be subject to abuse and neglect and that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation and as such will support all students by:

- 3.1 Providing curricular opportunities to encourage self-esteem and self-motivation
- 3.2 Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community
- 3.3 Applying the college's Code of Conduct effectively. Adopting a consistent approach, which focuses on the behaviour of the student but does not damage their sense of self-worth
- 3.4 Making decisions about appropriate support for students on a case-by-case basis.
- 3.5 Reassuring students making disclosures or allegations that they are being taken seriously, that their wishes will be into account in any decision making and that appropriate support will be made available
- 3.6 Implementing measures to keep the victim, alleged perpetrator and if necessary other students and staff members, safe where allegations are made which involve other members of the college community
- 3.7 Providing appropriate support for staff to whom a disclosure has been made.
- 3.8 Liaising with other agencies which support the student such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams.
- 3.9 Developing productive and supportive relationships with parents/carers.

4.0 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH STUDENTS

- 4.1 The college will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to Part three of 'Keeping Students Safe in Education' (September 2020) and the local authority's Safer Recruitment Policy.
- 4.2 The college will ensure that at least one of the persons who conducts an interview has completed safer recruitment training
- 4.3 Any allegation of abuse made against a member of staff (including supply staff and volunteers) will be reported straight away to the Principal. In cases where the Principal is the subject of an allegation, it will be reported to the Chair of Governors. (See Allegations flowchart Appendix C.) The college will follow the procedures set out in Part four of 'Keeping Students Safe in Education' (September 2020).
- 4.4 The college will consult with the Local Authority Named Senior Officer in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in 'Keeping Students Safe in Education', (September 2020).
- 4.5 The Named Senior Officer will liaise with the Local Authority Designated Officer (LADO) ensuring that all allegations are reported to the LADO within one working day. Following consultation with the LADO, the Named Senior Officer will advise on all further action to be taken. Please note that the Head Teacher or Chair of Governors should **not** seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.
- 4.6 The college will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the college and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- 4.7 Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that students are protected.
- 4.8 Consideration must be given to the needs of the student and a recognition that a young person may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a young person to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.
- 4.9 The college will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents/carers as advised within the Local Authority's Code of Conduct. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all students, especially those with a disability or who are vulnerable adults.

- 4.10** All staff have signed to confirm that they have read a copy of the Local Authority's Code of Conduct, 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2020).
- 4.11** The college will ensure that staff and volunteers are aware that sexual relationships with students are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).
- 4.12** The college will ensure that communication between students and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

5.0 OTHER RELATED POLICIES AND PROCEDURES

- 5.1** This policy links to policies for:

Academic Learning Support	Prevent Strategy
Acceptable Use of IT	Single Equality Scheme Staff
Children on Site	Code of Conduct Student
Complaints procedure	Code of Conduct
Confidentiality	Student Harassment and Anti-Bullying
Disciplinary Procedure for staff	Visiting Speaker
Grievance Procedure for staff	Whistleblowing
Health and Safety	Work Experience
Lone Working policy	Protection and Use of Internet
Physical Intervention	

6.0 GOVERNING BODY CHILD PROTECTION RESPONSIBILITIES

- 6.1** The governing body fully recognises its responsibilities with regard to child protection and safeguarding and promoting the welfare of students. It aims to ensure that the policies, procedures and training in college are effective and comply with the law and government guidance at all times.

It will:

- Nominate a governor for safeguarding and child protection who will take leadership responsibility for the college's safeguarding arrangements and practice and champion child protection issues.
- Ensure an annual report is made to the full governing body, and copied to the Education Child Protection Service. Any weaknesses will be rectified without delay.
- Ensure that this Safeguarding and Child Protection policy is annually reviewed and updated and shared with staff. It will be made available on the college website.
- Ensure that students' exposure to potential risks while using the internet is limited by having in place age appropriate filtering and monitoring systems.
- Ensure students' wishes and feelings are taken into account where there are safeguarding concerns.

Pandemic safeguarding arrangements

In response to the 2020 COVID 19 pandemic schools and colleges were required to take measures to ensure the health and wellbeing of both students and staff. This included when students were spending significant amounts of time at home away from the college environment.

See Appendix B.

This document will be reviewed, and updated according to developments and advice from government and the local authority.

This policy was ratified on.....

and will be reviewed annually

Signed by the Principal

Corporation Chair

Designated Safeguarding Lead

Four categories of abuse

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect - persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may occur during pregnancy as a result of maternal substance misuse. It may involve the neglect of or lack of responsiveness to a child's basic emotional needs. It also includes parents or carers failing to:

- Provide adequate food, clothing and shelter including exclusion from home or abandonment
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision including the use of inadequate care-givers
- Ensure access to appropriate medical care or treatment

Emotional Abuse - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are: worthless; unloved; inadequate; valued only insofar as they meet another person's needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on students including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal

social interaction. It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing students frequently to feel frightened or in danger
- The exploitation or corruption of student Some level of emotional abuse is involved in all types of maltreatment although it may occur alone

Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
 - students in looking at, or in the production of, sexual images,
 - students in watching sexual activities
 - or encouraging students to behave in sexually inappropriate ways
- grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Appendix B

Covid 19

Following guidance issued in DfE updates to “*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*”.

Policy and practice will be monitored and amended against government updates and the daily bulletins from Jonathan Lewis, Service Director – Education Cambridgeshire County Council.

This revised appendix to the Long Road Sixth Form College’s Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements when schools and colleges need to close due to a lockdown, to protect all students, whether attending school or remaining at home, from harm and abuse. **Amendments shown in red made on 6/1/2021 to reflect further DfE guidance arising from UK national lockdown instituted from 00.00 on 5/1/21.**

Long Road Sixth Form College is committed to ensuring the safety and wellbeing of all its students and will ensure compliance with Keeping Children Safe in Education (KCSIE) **which remains in force throughout the response to coronavirus (COVID-19).**

During the period of college closure, partial closure and remote working the key principles of Safeguarding remain the same:

- the best interests of our students must continue to come first;
- every member of staff continues to have a responsibility to follow procedures for reporting a safeguarding concern and to act immediately;
- The college will continue to have a DSL or a deputy available for referrals and advice;
- Students will continue to be protected when they are online;
- Unsuitable people are not allowed to enter the workforce or volunteer at the college.

Communication

During remote working the college will:

- Make all students, parents and staff aware of how to report a safeguarding or mental health situation, including how to make an emergency referral and send regular reminders.
- Supply details of support agencies and online counselling to staff, students and parents.
- Set up and staff a dedicated email address for students to use to report concerns, ask for help, make contact with the Welfare and Safeguarding teams.
- Have in place systems for staff to share welfare concerns with the safeguarding and welfare teams, which will be followed up daily.
- Ensure that the Safeguarding team continue to work together through virtual meetings at least weekly.
- Continue to make referrals and obtain support from the safeguarding advice line set up by the local authority and continue to work with LA and social services.

Monitoring

- Each member of the Safeguarding team will have a group of vulnerable students to contact and monitor. Students will be risk-assessed to determine the frequency of contact.
- Frequent and regular phone checks on welfare will be made to students living independently; those living in a household with a history of Domestic Violence; those students with a social worker; those with pre-existing mental health problems; those assessed as being in need under Section 17 of the Children Act 1989 eg designated a Child in Need or with a Child Protection Plan, and any others deemed to be potentially at higher risk.
- Regular audits of provision for students with EHC plans will be completed by the Academic Support team to ensure that their needs are being met both educationally and in support of their welfare and to assess whether they would benefit from working on site.
- Progress Coaches will also make phone contact with all college students, discussing their experience of the lockdown and remote learning and passing on any concerns to Welfare/Safeguarding staff for follow-up.
- If the college is unable to contact a student after a reasonable number of attempts, we will seek further advice from social services about 'safe and well' home visits.
- Records of all contacts will be recorded on college systems including MyConcern.

On- line safety

- The college IT acceptable use policy and all guidance in the main Safeguarding policy still applies during remote learning and partial closure.
- The college will continue to provide a safe environment, including online. This includes the use of the online filtering systems.
- The IT Services team will continue to refer any on-line activities which cause concern to the Safeguarding team and Prevent Lead.
- The college will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Students will be directed to report any inappropriate online activity, peer to peer abuse or bullying to the Safeguarding team via the Wellbeing email or by contacting any member of college staff
- Staff communicating with students online must ensure that they are adhering to the same professional standards as are required of them in a physical classroom. The following key points should also be observed:
 - Staff must only communicate with students on the college remote learning forums accessed via their college account. This includes communications via email and Microsoft Teams.
 - Staff are not permitted to use their own personal online accounts for these purposes

Staffing

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff using virtual platforms, Long Road Sixth Form College will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020).

- The college 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.
- 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.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Partial opening of the college - Safeguarding

In the case of the partial opening of the college rigorous Health and Safety risk assessments and Equality & Diversity Impact assessments will be completed and measures implemented. These are detailed separately (See below: Relevant documents and support).

- The college will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](#)
- The Designated Safeguarding Lead or a nominated Deputy Safeguarding Lead will be on site. Contingency plans for the availability of a DSL for staff will be made clear and communicated to all staff.
- Prior to a return to college, the expectations of students relating to social distancing, behaviour, hygiene and what to do in case of feeling ill will be clearly communicated to students and parents in amendments to in the Student Code of Conduct, and will also be displayed prominently around the college.
- Regular safeguarding and welfare phone checks on vulnerable students who are not attending college will continue.
- College staff will be reminded of the need to respond sensitively to students' differing experiences during the period of school closure. College staff have been asked to be particularly vigilant, as more children return to school, for signs and indicators that a student may have experienced abuse or neglect.
- Prior to a return to college, parents and carers will be asked to ensure that all personal details held by the school, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- Parents and carers will also be asked to advise the college if there are any changes regarding the welfare, health and wellbeing of a student during the period of remote working. Where the college is made aware of particular circumstances affecting a student or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that the student can be best supported.
- DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. In the interim, Designated Safeguarding Leads continue to keep themselves up to date with safeguarding developments through updates from the Education Safeguarding Team, accessing the Knowledge Hub and via the Safeguarding Children Partnership Board communications and website.

Continuity of education for vulnerable students during National Lockdown

We are committed to enabling continuity of education for all our students including our most

vulnerable. Following DfE guidance, all vulnerable children continue to be eligible to attend college full time during the period of lockdown in order to follow their remote learning programmes and/or pursue independent study. Long Road Sixth Form College recognises vulnerable children and young people as those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child.
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment.
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include students on the edge of receiving support from children's social care services, those at risk of becoming NEET ('not in employment, education or training'), those living alone and/or in temporary accommodation, those who are young carers, those who may have difficulty engaging with remote education, and others at the college and local authority's discretion.

In addition, the college will be open to the children of parents or guardians whose work is critical to the coronavirus (COVID-19) and EU transition response, including those who work in health and social care and in other key sectors outlined in government guidance 'Children of critical workers and vulnerable children who can access schools or educational settings' (updated 8 January 2022).

Where necessary additional rigorous Health and Safety risk assessments will be completed and measures implemented in accordance with current government and/or PHE advice.

Related documents and support

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers 20 May 2020 and all updates

Coronavirus (COVID-19): implementing protective measures in education and childcare settings Published 11 May 2020 and all updates

Daily Covid bulletins from Jonathan Lewis, Service Director – Education Cambridgeshire County Council.

Long Road Operational Plan and Risk Assessment (Covid 19) June 2020

Safeguarding advice line: Tel:

01223 703800

email: ECPS.General@cambridgeshire.gov.uk

Misconduct.Teacher@education.gov.uk

Useful Contacts - Cambridgeshire and Peterborough

Cambridgeshire and Peterborough Safeguarding Children Partnership Board – Safeguarding Inter-Agency Procedures <http://www.safeguardingcambspeterborough.org.uk/children-board/>

Education Safeguarding Team ECPSGeneral@cambridgeshire.gov.uk

Police Child Abuse Investigation Unit Tel: 101

Useful Contacts - Cambridgeshire

Early Help Hub (EHH) Tel: 01480 376666

Customer Service Centre – social care referrals Tel: 0345 045 5203

Emergency Duty Team (out of hours) Tel: 01733 234724

Local Authority Designated Officer (LADO)
LADO@cambridgeshire.gov.uk Tel: 01223 727967

Named Senior Officer for allegations
Senior Education Adviser Diane Stygal
Tel: 01223 507115

Relevant Documents

“Disqualification under the Childcare Act 2006: statutory guidance for local authorities, maintained colleges, academies and free colleges” (July 2018)

“Guidance for Safer Working Practice for those working with students and young people in education settings” (May 2019)

“Information sharing: Advice for practitioners providing safeguarding services to students, young people, parents and carers” (July 2018)

“Keeping students safe in education: Statutory guidance for colleges and colleges” (September 2020)

“The Prevent Duty, Departmental advice for colleges and childcare providers” (June 2015)

“Revised Prevent Duty Guidance: for England and Wales” (July 2015)

“Sexting in colleges and colleges: Responding to incidents and safeguarding young people” published by the UK Council for Child Internet Safety (UKCCIS) – (September 2016)

“Sexual violence and sexual harassment between students in colleges and colleges” (May 2018)

“What to do if you’re worried a child is being abused: Advice for practitioners” (March, 2015)

Managing an Allegation Against a Member of Staff or **volunteer** in your Establishment - **Cambridgeshire**

Appendix D

