Appendix K

COVID-19 College Closure Arrangements
for Safeguarding and Child Protection

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools and colleges to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools, colleges and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix summarises our individual safeguarding arrangements in response.

2. Key safeguarding contacts

The telephone number for Loreto College is **0161 226 5156**. A member of staff continues to be present to deal with enquiries each day. Voicemails are distributed throughout the day by office staff.

The email account **office@loreto.ac.uk** used for the website online contact form is managed throughout the day.

In addition, staff continue to be contactable by email or phone during office hours (9am-4pm Monday-Friday).

Role	Name	Email
Senior Designated Safeguarding Lead	Andrea Pritchard	apritchard@loreto.ac.uk
Safeguarding Team (Deputy Designated Safeguarding Leads)	Claire Otto (Safeguarding Officer)	cotto@loreto.ac.uk
	Adam Squires (Alphonsa)	asquires@loreto.ac.uk
	Laura Mullen (Bakhita)	lmullen@loreto.ac.uk
	Kay Norton (Campion)	Knorton1@loreto.ac.uk

	Helen Gettings (de Porres)	hgettings@loreto.ac.uk
	Ian Maddix (Gonzaga)	imaddix@loreto.ac.uk
	Jonty Leach (Kizito)	jleach@loreto.ac.uk
	Cate Carr (Loyola)	ccarr@loreto.ac.uk
	Lois Scholes (Poyntz)	lscholes@loreto.ac.uk
	Kellie Taylor (Rookwood)	ktaylor@loreto.ac.uk
	Danny Webb (Vaz)	dwebb@loreto.ac.uk
	Stacey Appleby (Wigmore)	sappleby@loreto.ac.uk
	Paul Carberry (Xavier)	pcarberry@loreto.ac.uk

3. Vulnerable Children

We have undertaken a scoping exercise to identify the most vulnerable students. Students classified as vulnerable by Government guidance have been contacted and letters have been sent out to parents confirming their wishes.

Vulnerable students include those who have a social worker and those students and young people up to the age of 25 with education, health and care (EHC) plans.

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 child 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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many students and young people with EHC plans can safely remain at home.

Eligibility for free college meals in and of itself should not be the determining factor in assessing vulnerability.

The Designated Safeguarding Lead (and deputies) know who our most vulnerable students are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

There is an expectation that vulnerable students who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and we will explore the reasons for this directly with the parent.

Loreto College offered places to our vulnerable students, including those living independently or considered to have a high level of need (including those without social workers). The overwhelming majority of students and families determined that the safest plan for them was to remain at home. After closing to the majority of students on 20th March 2020 the college has been fully closed since 25th March 2020. Therefore we encourage all of our students to attend college remotely and work safely from home.

We will continue to work with and support social workers and other external agencies to help protect vulnerable students. This includes working with and supporting social workers and the local authority Virtual School head for looked-after and previously looked-after children.

4. Attendance Monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Procedures for education settings who have children in attendance:

If we have any students in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

We and social workers will agree with parents/carers whether students in need should be attending college and will then follow up on any pupil that they were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, we will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at college, or discontinues, we will notify their social worker.

- As the college has closed, we will complete the return once as requested by the DfE.

- The College will also follow attendance procedures if contact proves impossible with students working at home.

- Loreto College will not be opening over the Easter break or any other holiday. However, remote support will continue to take place.

5. Designated Safeguarding Lead

The Designated Safeguarding Lead remains contactable via phone or email. The Deputy Designated Safeguarding Leads including the Heads of Hall and the Safeguarding Officer also remain contactable via phone or email.

The safeguarding team will continue to access and update our electronic safeguarding log.

The DSL and safeguarding team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. To access ICPC/RCPC held at Manchester Safeguarding and Improvement Unit, a report should be sent to qualityassurance@manchester.gov.uk whereby a reply email will be sent 24 hours before the conference containing the dial in details and reports from other partners. Please ensure the person sending the report is the person who will be calling into the conference as the SIU will not be contacting other safeguarding staff separately.

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the college Safeguarding Policy and refer to the guidance emailed by Andrea Pritchard following closure. Staff are reminded of the need to report any concern immediately and without delay.

Staff can continue to raise welfare concerns about students with their Head of Hall by using a sensitive note on the Student Log (all sensitive notes created by staff are duplicated onto the Safeguarding Log and are received by the DSL and the Safeguarding Officer). All safeguarding concerns should be recorded using the disclosure alert button in the usual way.

Where staff are concerned about an adult working with students in college, they should report the concern to the DSL.

Concerns around the Principal should be directed to the Chair of Governors. The DSL/Chair of Governors should follow the usual practice, contact the LADO and make a referral if the concern meets the threshold.

7. Safeguarding Training and induction

DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing college staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers are working with us, they will continue to be provided with a safeguarding induction and all relevant information.

If staff are deployed from another education or children's workforce setting to our college, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check

- there are no known concerns about the individual's suitability to work with children

- there is no ongoing disciplinary investigation relating to that individual

8. Safer recruitment/volunteers and movement of staff

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, we 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 (2019) (KCSIE).

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.

If staff are deployed from another education or children's workforce setting to our college, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check

- there are no known concerns about the individual's suitability to work with children

- there is no ongoing disciplinary investigation relating to that individual

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

We 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.

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

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any college is aware, on any given day, which staff/volunteers will be in college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. **Online safety in schools and colleges**

We will continue to provide a safe environment, including online. This includes the use of an online filtering and monitoring system. Where students are using computers in college, appropriate supervision will be in place.

10. Children and online safety away from school and college

It is important that all staff who interact with students, including online, continue to look out for signs a student may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Staff and Governor ICT agreement and E-Safety policy.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. You must not use video for delivering online teaching and learning. Loreto College are moving toward the use of Microsoft Teams to deliver remote teaching. Please refer to the document 'Microsoft Teams; Guidance for Staff' for further details.

Below are some things to consider when delivering virtual lessons:

- No 1:1s
- Staff and students must wear suitable clothing, as should anyone else in the household.
- Video cameras will be turned off prior to lessons, any interactions should be via audio or chat functions.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by SLT and approved by our IT network manager.
- Staff should record, the length, time, date and attendance of any sessions held.

11. Supporting students not in college

We are committed to ensuring the safety and wellbeing of all our students.

Where the safeguarding team have identified a student to be on the edge of social care support, or who would normally receive pastoral-type support in college, they should ensure that a robust communication plan is in place for that child.

Details of this plan is recorded on the safeguarding log and includes a record of contacts that have been made. The communication plans can include; remote contact, email, phone contact, door-step visits. Other individualised contact methods should be

considered and recorded. The safeguarding team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

Where concerns arise, the safeguarding team will consider any referrals as appropriate. Where additional students are considered to become vulnerable communication plans may be agreed for them. Communication plans will not be ended without agreement of the DSL. The plans in respect of each student state how often they are to be reviewed.

The college will share safeguarding messages and links on its website and by email to students. Parents can access a directory of safeguarding support on the website. Students have access to the Useful Safeguarding contacts link on myLoreto.

We recognise that college can be a protective factor for students, and the current circumstances, can affect the mental health of students and their parents/carers. Our staff need to be aware of this in setting expectations of students work where they are at home.

12. Peer on Peer Abuse

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 schools/colleges as an interim measure and similar. When making contact with these families our safeguarding team will ask about relationships between learners. We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding and Child Protection policy. We will listen and work with the student, parents/carers and any multi-agency partner required to ensure the safety and security of that student.

Concerns and actions must be recorded on the safeguarding log and appropriate referrals made.

13. Advice, Guidance & Support from the LA

Our DSL shares all LA updates with relevant staff and all relevant staff are aware of how to access support from our SSQA, the Safeguarding in Education Team, Virtual School and One Education as advised through the daily circulars.