



Temporary Policy Addendum:

COVID-19 Education Setting closure arrangements for Safeguarding at WS Training Ltd

This Policy addendum is effective from 5th January 2021

Setting Name: WS Training Ltd
Policy owner: Charlotte Woolcock
Date: 11/01/2021
Date shared with staff: 15th January 2021

Context

To support public health efforts during the return to educational settings in January, post 16 settings will invoke a phased return to face-to-face provision at the start of term.

From 5th January 2021 all school age parents were asked to keep their children at home, wherever possible, and for educational settings to remain open only for those children/young people of workers critical to the COVID-19 response - which absolutely need to attend.

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

This addendum of the WS Training Ltd Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

WS Training Ltd is currently in Tier 5

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Key contacts

Remain as per the Company Safeguarding Policy.

Vulnerable children/Young People

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people 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;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are; Covid RAG Rated Risk Assessments are completed and submitted to Suffolk County Council for those with EHCP's, this process helps determine who our most vulnerable learners are. We have the flexibility to offer a place to those on the edge of receiving children's/adults social care support.

WS Training Ltd will continue to work with and support children's' and adults social workers to help protect vulnerable children/young people. This includes working with and supporting children's/ adults social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be our Head of Education.

There is an expectation that vulnerable children/adults at risk 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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and WS Training Ltd will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child/young person contracting COVID19, WS Training or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

WS Training will encourage our vulnerable children and adults at risk to attend a setting, including remotely if needed.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

Attendance monitoring

Children/young people for whom on-site provision is being provided should be recorded in line with the normal education attendance requirements.

Shielding advice is currently in place in tier areas, and so all children/young still deemed clinically extremely vulnerable are advised not to attend school.

WS Training and social workers will agree with parents/carers whether children/young people in need should be attending school – WS Training will then follow up on any learner that they were expecting to attend, who does not.

WS Training 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.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, WS training will, when communicating with parents 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/ adult at risk does not take up their place at school, or discontinues, WS Training will notify their social worker.

Designated Safeguarding Lead

WS Training has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Charlotte Woolcock

The Deputy Designated Safeguarding Lead is: Chloe Barnett and Emily Bockle-Gordon

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, MyConcern and liaising with the offsite DSL (or deputy) and as required liaising with

children/adults social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

WS Training staff and volunteers will have access to a trained DSL (or deputy).

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staffs have a concern about a child/young person, they should continue to follow the process outlined in the company Safeguarding Policy; this includes making a report via MyConcern, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern on MyConcern and alert the Safeguarding Lead using the contacts outlined in the company safeguarding policy. If a response is not received, you must continue to exhaust all contacts in the key contact section of the company safeguarding policy.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead or Deputy Safeguarding Lead will ensure that the concern is received.

Staffs are reminded of the need to report any concern immediately and without delay.

Where staffs are concerned about an adult working with a young person in the setting, they should report the concern to the heads of departments.

If there is a requirement to make a notification to the heads of departments whilst away from the setting, this should be done verbally over the phone and followed up with an email to the heads to confirm the discussion. The CEO will need to be included in this email.

Concerns around the Heads of Departments should be directed to the Chair of the Board.

Safeguarding Training and induction

All existing staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child/young person.

Where new staffs are recruited, or new volunteers enter WS Training, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our company, we will consider 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 Adult and children's barred list check

- there are no known concerns about the individual's suitability to work with children/young people
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's safeguarding policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's/young people's workforce or gain access to children/young people.

When recruiting new staff, WS Training 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) (KCSIE).

If staff are deployed from another education or children's workforce setting to our setting, we will take into account the DfE supplementary guidance on safeguarding children/adults at risk 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 Adults 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 WS Training 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.

WS Training 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.

WS Training 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any setting is aware, on any given day, which staff/volunteers will be in the setting, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, WS Training will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Volunteers

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers, who, on an unsupervised basis provide personal care on a one-off basis in WS Training, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

Online safety in Educational Settings

WS Training will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where learners are using computers in settings, appropriate supervision will be in place.

Children/young person and online safety away from Educational Settings

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

Online teaching should follow the same principles as set out in the MAT code of conduct.

WS Training will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider IF there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children/young people must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live sessions 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 senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting learners not on site

WS Training is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in their setting, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on MyConcern, as should a record of contact have made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

WS Training and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The company will share safeguarding messages on its website and social media pages.

WS Training recognises that educational settings is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Tutors/Assessors at WS Training need to be aware of this in setting expectations of learners' work where they are at home.

Supporting learners on site

WS Training is committed to ensuring the safety and wellbeing of all its students.

WS Training will continue to be a safe space for all children/young people to attend and flourish. The Heads will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

WS Training will refer to the Government guidance for education settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

WS Training will ensure that where we care for children/young people of critical workers and vulnerable children and adults at risk on site, we ensure appropriate support is in place for them. This will be bespoke to each learner and recorded on MyConcern.

Where WS Training has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust.

Peer on Peer Abuse

WS Training recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where an educational setting receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding Policy.

The setting will listen and work with the young person, parents/carers and any multi-agency partner required ensuring the safety and security of that young person.

Concerns and actions must be recorded on MyConcern and appropriate referrals made.