



Addendum to the Child protection & Safeguarding policies

COVID-19 arrangements for safeguarding and child protection at Oxford Sixth Form College

Date: 30 March 2020

Date shared with governors: 31 March 2020 & 20 September 2021

Date shared with staff: 31 March 2020 & 09 September 2021

Adapted by Alison Beasley, Designated Officer and Manager of the Education Safeguarding Advisory Team & Carole Nyssen DSL Oxford Sixth Form College

With thanks to Louis Donald, Trust Safeguarding Manager at the Stowe Valley Multi Academy Trust and Andrew Hall , <https://www.safeguardingschools.co.uk/andrew-hall>

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

1. Context

From 06th January 2021 parents were asked to keep their children at home, wherever possible, and for schools & colleges to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools 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.

In anticipation of further school and college lockdowns in England, the College has decided to keep this policy alive to provide guidance and support should this come to fruition.

This addendum of the Oxford Sixth Form College Safeguarding, and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

1. **Context**.....
2. **Key contacts**
3. **Vulnerable children**.....
4. **Attendance monitoring**.....
5. **Designated Safeguarding Lead**
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9. **Young people and online safety away from college**.....
10. **Supporting young people not in college**
11. **Peer on Peer abuse**.....

2. Key contacts

Role	Name	Phone	email
Vice Principal (VP) & Designated Safeguarding Lead (DSL)	Carole Nyssen	07786 950 552	Carole.nyssen@oxfordsixthformcollege.com
Principal	Mark Love	07384 257 155	Mark.love@oxfordsixthformcollege.com
Deputy Designated safeguarding lead (DDSL)	Rosemary Finamore	07919 537 093	Rosemary.finamore@oxfordsixthformcollege.com
Chair of governors	Jonathan Cuff	N/A	Jonathan.Cuff@doverbroecks.com
Safeguarding governor	Sarah Squire	N/A	Sarah.Squire@doverbroecks.com
Assistant Principal Academic Administration (APAA)	Marc Lewis	07747 217 148	Marc.lewis@oxfordsixthformcollege.com

3. Vulnerable children

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

Those who have a social worker include children 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 young people with EHC plans can safely remain at home.

The Principal and Designated Safeguarding Lead (and deputy) know who our most vulnerable young people are.

Oxford Sixth Form College will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's 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: Marc Lewis (APAA).

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

the parent. We as a college will ensure that all professionals involved with these vulnerable young people, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc.) are fully informed around the current attendance (on-line) of the young person and the arrangements that we have put in place around safeguarding this young person.

Where parents are concerned about the risk of the child contracting COVID19, Oxford Sixth Form College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Oxford Sixth Form College will encourage our vulnerable young people to attend college remotely.

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.

Oxford Sixth Form College and social workers will agree with parents/carers whether children in need should be attending a host school or college. The Senior Tutor will then follow up on any student that they were expecting to attend, who does not. The Senior Tutor 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.

This will be via a telephone conversation.

To support the above, Senior Tutors 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 young person does not take up their place at another (host) school or college, or discontinues, Oxford Sixth Form College will notify their social worker and/or the Local Authority.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children/young people who are attending a host school or college. This allows for a record of attendance for safeguarding purposes and allows schools and colleges to provide accurate, up-to-date data to the department on the number of children taking up places.

The attendance data will also be shared with the Local Authority attendance team Attendance@oxfordshire.gov.uk.

5. Designated Safeguarding Lead

Oxford Sixth Form College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Carole Nyssen

The Deputy Designated Safeguarding Lead is: Rosemary Finamore

Both the DSL and Deputy DSL are fully trained and will be available to be contacted via phone or online video (Microsoft Teams) during college working hours whilst we are all working from home.

This might include liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the host school or college.

It is important that all our staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

6. Reporting a concern

Where staff have a concern about a student, they should continue to follow the process outlined in the College Child Protection & Safeguarding Policies, this includes making a report via Carole Nyssen which can be done remotely.

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

Where staff are concerned about an adult working with children, they should continue to follow our normal procedures and alert the DSL and Principal immediately. The Principal will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer, Alison Beasley, as details in our main policy. If there is a requirement to make a notification to the Principal whilst away from College, this should be done verbally and followed up with an email to the DSL and Principal.

Concerns around the Principal should be directed to the Chair of Governors: Jonathan Cuff.

7. Safeguarding Training and induction

All face to face training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>

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 (2021). 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 enter our College, they will continue to be provided with a safeguarding induction.

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

Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if an Oxfordshire school), confirmation of local processes and confirmation of DSL arrangements.

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, Oxford 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 (2021).

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 our College is 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.

Oxford Sixth Form College 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, in line with advice from the LADO where appropriate.

Oxford Sixth Form 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.

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

9. Young people and online safety away from College

The college has taken a whole institution approach to safeguarding in response to COVID-19 to ensure that we are not weakening our approach to safeguarding or undermining our child protection policy. See Risk Assessments:

- teaching from home
- learning from home

These risk assessments have been put into place to keep our students who are not physically attending the College safe and to mitigate the risks associated with online teaching and online learning.

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

Oxford Sixth Form College 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 when delivering virtual lessons, especially where webcams are involved:

- Staff and children 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 where possible.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be held only when timetabled.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Oxford Sixth Form College to communicate with students
- Staff should record, the length, time, date and attendance of any sessions held.

All staff at Oxford Sixth Form College will be reminded of the following policies:

- Staff code of conduct
- Staff Handbook
- E-safety policy

10. Supporting young people not in college

Oxford Sixth Form College is committed to ensuring the safety and wellbeing of all its Children and Young people. Safeguarding team meetings will continue weekly throughout this situation which will include the Senior Tutors.

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 college, they should ensure that a robust communication plan is in place for that young person.

The communication plans can only include remote contact by, phone, video and email. Other individualised contact methods should be considered and recorded.

Oxford Sixth Form College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

Oxford Sixth Form College recognises that college is a protective factor for young people, and the current circumstances, can affect the mental health of students and their parents/carers.

Teachers at our College need to be aware of this in setting expectations of students' work whilst they are at home.

11. Peer on Peer Abuse

Oxford Sixth Form College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school 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 Child Protection Policy.

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

Concerns and actions must be recorded, and appropriate referrals made.

All staff will be sent this additional policy to read and will sign (email confirmation to the DSL) to say they have read and understood the content.