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Policy Statement:

Annex to Safeguarding Policy COVID-19 Response Partial Return

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|-------------------------|---|--|---|--|--|
| Date approved: | May 2020 | Review Date: | March 2021 | | |
| Approved by: | Senior Management Team | | | | |
| Relevant to (please ✓): | <input checked="" type="checkbox"/> SRC | <input checked="" type="checkbox"/> Bede | <input checked="" type="checkbox"/> RCC | <input checked="" type="checkbox"/> NETA | <input checked="" type="checkbox"/> Skills Academy & TVC |
| Signed (Lead Manager): | Mark Moore | | | | |
| Print Name: | Mark Moore | | | | |
| Version | 1.0 | | 31/03/2020 9:00am | | |

1 PURPOSE

The purpose of this annex is to ensure that all students remain safe and healthy during partial return to face to face learning. Despite the changes in working practice, our Safeguarding Policy is fundamentally the same.

This annex must be read in conjunction with the Safeguarding Policy (Including Prevent) and all appendices and the Annex to Safeguarding Policy Covid-19 Response which was released in March 2020 and is available on the Group Gateway.

2 SCOPE

This annex covers all students who would normally be covered in the Colleges Safeguarding Policy (Including Prevent) and appendices.

3 STATEMENT OF ACTION

The college is currently operating in response to coronavirus (COVID-19) in a fundamentally different way to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of young people and vulnerable adults must always continue to come first
- if anyone in college has a safeguarding concern about any young person or vulnerable adult they must continue to act and act immediately
- Safeguarding Officers, the Designated Safeguarding Lead and Deputy are available as usual
- it is essential that unsuitable people are not allowed to enter the workforce and/or gain access to young people and vulnerable adults
- young people and vulnerable adults should continue to be protected when they are online or in college

4 Linked Policies/documents

- i) Safeguarding Policy (Including Prevent)
- ii) Behaviour Management Policy

5 Location and Access

- i) This annex is available on the Group Gateway, and shared with relevant stakeholders when requested.



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Procedure:

Safeguarding Procedure During COVID-19

Partial Return

Meeting Students

All staff who will be in College to finalise work with students must be mindful of the extremely difficult time that our students will have faced over the period of lock down and non-face to face teaching time.

Staff should use the first stages of meeting students to check on their physical and mental wellbeing prior to commencing any formal learning. Students may wish to take some time to reflect on their experiences and they must be given time to do this, either in their group, or on a one to one basis.

It is recommended that all staff who are returning to teaching undertake two training modules from the Zero Suicide Alliance which will help to prepare you to look out for the signs of poor mental health:

Gateway Module (5 minute brief training)

https://www.relias.co.uk/hubfs/ZSAMicroCourse/story_html5.html

Zero Suicide Awareness (full 20 minute version)

https://www.relias.co.uk/hubfs/ZSACourse4/story_html5.html

Concerns about a Student

Where staff have concerns about a student, they should be referred to the Safeguarding Officer. To avoid delay and to speed up referrals, staff can report concerns via a new comment in Pro-Monitor. Four new comments are available, Redcar Safeguarding Concern, Stockton Safeguarding Concern, NETA Safeguarding Concern and Billingham Safeguarding Concern. Referring staff should add as much detail as possible, including a contact number for the student, to allow the Safeguarding team to prioritise their workloads.

Safeguarding Officers will be available in Student Services at Stockton and Redcar so that students can drop in, however, only one student may enter at a time due to social distancing.

Student Hardship

Students may be experiencing financial hardship as a result of the current economic situation. Bursary staff will not be in college, however, staff can be contacted on studentfinance@stockton.ac.uk to offer guidance and support.

Lost Bus Passes

Students who have lost bus passes will be able to speak to the Bursary team at Stockton Reception between 10am – 11am and 13:30pm – 14:30pm daily between Monday 15th June and Friday 26th June.

If passes are required at NETA, please contact Luke Stamper/Steph Cooper who will send the pass to the campus.

Students at RCC will be able to contact Student Services.

Safeguarding Officer Rota

| SRC | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| WC 15th June | Alice Reid | Alice Reid | Alice Reid | Alice Reid | Alice Reid |
| WC 22nd June | Alice Reid | Alice Reid | Alice Reid | Alice Reid | Alice Reid |
| WC 29th June | Alice Reid | Alice Reid | Alice Reid | Alice Reid | Alice Reid |
| WC 6th July | Julie Wilson | Julie Wilson | Julie Wilson | Julie Wilson | Julie Wilson |
| WC 13th July | Julie Wilson | Julie Wilson | Julie Wilson | Julie Wilson | Julie Wilson |
| WC 20th July | Mark Moore | Mark Moore | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |
| WC 27th July | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |
| WC 3rd August | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |
| WC 10th August | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |

| RCC | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| WC 15th June | Alys Tregear (am) | Alys Tregear (am) | Alys Tregear (am) | Alys Tregear (am) | Alys Tregear (am) |
| | Tracy Williams (pm) | Tracy Williams (pm) | Tracy Williams (pm) | Tracy Williams (pm) | Tracy Williams (pm) |
| WC 22nd June | Alys Tregear (am) | Alys Tregear (am) | Alys Tregear (am) | Alys Tregear (am) | Alys Tregear (am) |
| | Tracy Williams (pm) | Tracy Williams (pm) | Tracy Williams (pm) | Tracy Williams (pm) | Tracy Williams (pm) |
| WC 29th June | Alys Tregear | Alys Tregear | Alys Tregear | Alys Tregear | Alys Tregear |
| WC 6th July | Alys Tregear | Alys Tregear | Alys Tregear | Alys Tregear | Alys Tregear |

| | | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|
| WC 13th July | Alys Tregear | Alys Tregear | Alys Tregear | Alys Tregear | Alys Tregear |
| WC 20th July | Alys Tregear | Alys Tregear | Tracy Williams | Tracy Williams | Tracy Williams |
| WC 27th July | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams |
| WC 3rd August | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams |
| WC 10th August | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams |

| BEDE | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| BEDE WC 15th June | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) |
| BEDE WC 22nd June | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) |
| BEDE WC 29th June | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) |
| WC 6th July | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) |
| WC 13th July | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) |
| WC 20th July | Helen Jenkinson (Home Working) | Helen Jenkinson (Home Working) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |
| WC 27th July | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |
| WC 3rd August | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) | Tracy Williams (Based at RCC) |
| WC 10th August | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams | Tracy Williams |

| | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|
| | (Based at RCC) | (Based at RCC) | (Based at RCC) | (Based at RCC) | (Based at RCC) |
|--|----------------|----------------|----------------|----------------|----------------|

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|
| NETA WC 15th June | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| NETA WC 22nd June | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| NETA WC 29th June | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| WC 6th July | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| WC 13th July | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| WC 20th July | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| WC 27th July | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| WC 3rd August | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |
| WC 10th August | David Laycock | David Laycock | David Laycock | David Laycock | David Laycock |

Tracy Williams 07967 657577
Helen Jenkinson 07792 475888
Alice Reid 07970 982324

The Designated Safeguarding Lead (DSL) is: Mark Moore 07412 578514 mark.moore@the-etc.ac.uk

The Deputy Designated Safeguarding Lead is: Alys Tregear 07932 259133 alys.tregear@the-etc.ac.uk

The College approach ensures the DSL or a deputy is always available during College normal operating hours of 8:30am – 5:00pm.

All staff must continue to follow the Safeguarding procedure. COVID-19 requires increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children’s services may be affected by the impact of the virus on staff and an increased demand for services.

Identifying Vulnerable Students

The Safeguarding and Welfare Team, High Needs Team and Additional Learning Support Team have undertaken an exercise to identify the most vulnerable students.

We have put in place special arrangements for the following groups of students:

- Looked After Children – Safeguarding staff are contacting Looked After Children on a weekly basis to assess safety and wellbeing
- Previously Looked After young people (Care Leavers) – Safeguarding staff are contacting Care Leavers on a weekly basis to assess safety and wellbeing
- Young people subject to a child protection plan – Safeguarding staff are contacting young people with a child protection plan on a weekly basis to assess safety and wellbeing
- Young people who have a social worker – Safeguarding staff are contacting young people with a social worker on a weekly basis to assess safety and wellbeing
- Young people with an EHCP or High Needs – The High Needs and Additional Learning Support Team are contacting students on a weekly basis to assess safety and wellbeing
- Young people on the Welfare or Safeguarding Caseload – Safeguarding and Welfare Teams are contacting these students on a weekly or fortnightly basis, dependant on risk to assess safety and wellbeing

Staff must use Pro-Monitor to assess which students are identified in one of the vulnerable groups above. The section 'More Information About Me' includes a young person's status of Looked After, Care Leaver, EHCP, High Needs.

Learner Badges indicate where a young person is on a Safeguarding or Welfare Caseload.

Badge 'W' indicates a student is working with Welfare, Red, Amber, Green indicate risk levels. Welfare Meetings can be located in 'Meetings' and indicate the most recent contact made and the details of what has been discussed.

Badge 'S' indicates a student is working with Safeguarding, Red, Amber, Green indicate risk levels. During non-face to face teaching time, safeguarding teams will add a comment to Pro-Monitor to indicate that contact with a student has been made.

Staff can find information about a student's general risk reasons in 'Risk Indicators' 'Further Information'.

Staff Awareness of Increased Risks

All staff should remain vigilant to issues which make students more at risk. These are:

Mental Health Decline – Students are isolated from their friends and family members who are not part of their household. They are also spending a lot more time with their immediate family which can present a number of additional risks. Where there are serious concerns, please contact the Safeguarding or Welfare Teams. Students can also be directed to the [VLE](#)

> [Student Services > Safe and Healthy](#) or [Mental Health Helplines](#) where there are a lot of self-help guides and national helplines.

Poverty – Students may personally struggle with money or their families may struggle as a result of losing jobs or simply making ends meet. All students aged 16-18 who would normally receive a free meal at College, are receiving £10 per week to their banks or via vouchers during normal term time. Where students are in extreme hardship, the Safeguarding and Welfare Teams have foodbank details, please refer students via Pro-Monitor Welfare Referral Comments.

Increased Caring Responsibilities – Some students have caring responsibilities at home. This can be for brothers, sisters or parents. As children are not at school, these caring responsibilities may increase. Please be mindful of this when setting work for your students, an increased caring responsibility with an increased or unrealistic college workload can affect a student's mental health. [Carers UK](#) have useful advice for people with caring responsibilities.

Increased Anxiety – Anyone can experience anxiety. Students may be anxious about workload, uncertainty about grades or getting in to University or in to an apprenticeship/employment. These feelings are normal, however, can manifest with physical symptoms. There is information on the [NHS website](#) to support the management of symptoms. Careers Co-Ordinators are available and can be accessed by creating a 'Career Referral' via Pro-Monitor.

Online Risks – As many students have moved online to continue to study, this increases the risks associated with online abuse. Advice for young people can be found here, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#). Concerns should be passed to the Safeguarding and Welfare Team immediately.

Peer on Peer Abuse – Appendix D of the Safeguarding Policy describes Peer on Peer abuse in detail. Particular risks during UK Lockdown may be from Sexting, unwanted or illegal sending of images, bullying online, via Microsoft Teams, e-mail or via text. Whilst unlikely, it is not impossible that young people or vulnerable adults could be at risk of physical sexual harassment. If you suspect any type of abuse, you must escalate immediately to the Safeguarding Team. The Safeguarding Team will support the young person or vulnerable adult, however, if the perpetrator is a fellow student, the Behaviour Management policy must also be followed.

Using Online Resources Safely

All staff must continue to keep themselves safe during UK lockdown. Suggestions to be safe are:

- Always make a note of the conference timing and who participated, including those that arrived/departed early or late. Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing
- If the service you use records the conference, make sure that everyone is aware of this. It's important to know how long any recordings are kept for and how to access them.

Out of Hours Contact

During the UK lockdown, students may contact any member of staff, out of normal College hours for help in an emergency. Normal protocols should be used which are:

If a child or vulnerable adult tells you that s/he has been or is experiencing any form of abuse or his/her explanation of a physical injury is that a parent, guardian or other person has caused it, this is an **allegation**. If this happens:

- Remain calm, listen carefully, give the person plenty of time to talk and allow the person to speak without interruption
- Never make suggestions or lead the person in any way. This is very important as asking what could be seen to be leading questions could seriously weaken a case if it went to court. Leave this to those who will conduct the subsequent investigation (e.g. the police)
- Be honest and explain that you are unable to keep the information they have told you a secret and that you will have to involve other people, but reassure them that they have done the right thing by disclosing to you, that only people who need to know will be told, and that the situation will be dealt with sensitively
- Write down what you were told or saw as soon as possible afterwards. Record the date and the precise time of day s/he told you and the date and precise time you wrote it down; preferably using a College Safeguarding concern form. This form is available on the staff gateway on the home page of the College Safeguarding (including Prevent) site, however, any form of notes are appropriate
- Contact a Designated Person immediately, following the lines of referral outlined below

The Designated Safeguarding Lead (DSL) is: Mark Moore 07412 578514 mark.moore@the-etc.ac.uk

The Deputy Designated Safeguarding Lead is: Alys Tregear 07932 259133 alys.tregear@the-etc.ac.uk

If you are unable to contact the Designated Safeguarding Lead or Deputy and the student is in immediate danger, you must call 999. If a referral to social care is required, please use the numbers below.

Click on the link below to find the most up to date safeguarding referral number for our local authority. You will require the postcode of the local authority you want to contact - the college postcode is TS17 6FB for Stockton. TS10 1EZ for Redcar.

[Report Abuse Here](#)

Stockton and Hartlepool Children and Adult Services

| | | |
|------------------------|--|--|
| In office hours | Children's Hub - Tel: 01642 130 080 Adult Services - Tel: 01642 527 764 | email: childrenshub@hartlepool.gov.uk email: firstcontactadults@stockton.gov.uk |
| Out of hours | Emergency Duty Team | Telephone: 01642 524 552 |
| Police | Telephone: 01642 326 326 or 999 in an emergency | |

Redcar Children and Adult Services

| | | |
|------------------------|--|--|
| In office hours | First Contact -Tel: 01642 771 500 Children's Services - Tel: 01642 130 700 Adult Services - Tel: 01642 065 070 | email: southteesmach@redcar-cleveland.gov.uk email: accessadultsteam@redcar-cleveland.gov.uk |
| Out of hours | Emergency Duty Team | Telephone: 08702 402 994 |
| Police | Telephone: 01642 326 326 or 111 non-emergency or 999 in an emergency | |

You should follow the instructions of the police or social care and maintain contact with the student until they are safe.

At the next earliest opportunity, you must contact the Designated Safeguarding Lead or deputy to pass on all details.

Annex Updates

Updates to this annex will be made as the UK lockdown position evolves and when Government policy changes.