

Safeguarding Policy Addendum March 2020: Coronavirus Covid-19

Following the government announcement on Wednesday 18th March 2020 that schools and colleges were to close for the majority of students from Friday 20th March 2020 as part of measures to control the spread of coronavirus Covid-19, Shooters Hill Sixth Form College closed to all students at the end of the day on Thursday 19th March and for all staff from Friday 20th March.

This addendum details the Safeguarding arrangements in place at Shooters Hill Sixth Form College from Monday 23rd March 2020

Safeguarding arrangements for full closure of the college site

Safeguarding arrangements for the students enrolled at Shooters Hill Sixth Form college remains the responsibility of the Designated Safeguard Lead (DSL). If the DSL is unavailable for any reason, the Deputy DSL will take responsibility.

As teaching staff, pastoral staff and learning support assistants (LSAs) remain in contact with their students through online learning platforms and through email and telephone communication, they must continue to discharge their safeguarding responsibilities, reporting any concerns they may have for the welfare of students to the DSL.

Staff are aware that the situation may have an impact of the mental health of students, parents and staff or volunteers; and that support may be available via the Student Services or Human Resources teams.

Pastoral Welfare Tutors and the wider Student Services Team are in weekly contact students for whom there are concerns including Looked After Children (LAC), previously Looked After Children (PLAC), students on Child Protection (CP) plans, Child in Need (CiN) plans and those in their cohort for whom there have been existing concerns. PWTs are also in contact with all students in their cohort and must continue to discharge their safeguarding responsibilities, reporting any concerns they may have for the welfare of students to the DSL.

Staff, students and parents have been made aware of how to raise any safeguarding concerns that may arise during this period.

The college's DSL and Deputy DSL remain available via email, telephone, video link and through Microsoft Teams to receive any concerns and co-ordinate a response including making external referrals as appropriate.

The college's DSL is aware of the local arrangements for contacting the Local Authority Designated Officer (LADO), Multi-Agency Safeguarding Hub (MASH) team and individual social workers during this period.

The college's DSL and Student Services Team are aware of which students are classified as vulnerable, have social workers or are LAC/PLAC and know the local Virtual School Arrangements.

The college's Student Services Team will ensure that all emergency numbers and alternatives are kept up to date.

The college's Student Services and Inclusive Learning Team have ensured that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head.

The college has arrangements in place for remote support for IT services in the absence of IT staff being available on site.

The college has an online teaching and learning policy that considers safeguarding risks.

SLT has a plan in place for handling any bereavements including access to the internal student services team, college counselling services and external support services provided by the local authority and national charities.

The college Governing Body has been made aware of the updated safeguarding arrangements.

In the event that the college partially reopens for specific vulnerable students, students with an Education Health Care Plan (EHCP), or students who are the children of key workers.

The college will put in place arrangements to follow up on any student who is due to attend but fails to do so.

The college will do everything to ensure that either the DSL or Deputy DSL are onsite at all times the college is open to students. If this is not possible, a member of the Senior Leadership Team (SLT) will be onsite and in contact with the DSL or Deputy DSL via email, telephone or video link.

The college will keep a record of all staff that are onsite on a daily basis.

The college will ensure that its safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer.

Arrangements for students not required to attend the college under this situation remain the same as the arrangements outlined for full closure of the college site.

In the event that the college becomes a "hub school" accepting students from other Greenwich schools as part of a co-ordinated response.

The safeguarding of any student attending Shooters Hill Sixth Form College from another school as part of a hub arrangement will become the responsibility of Shooters Hill Sixth Form College. The DSL will therefore make an urgent request for any safeguarding records to include a record of why they are vulnerable, a copy of

the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head.

The college will ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers.

The college will ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct.

The college will ensure that any volunteers have been individually risk-assessed.

The college will ensure that the Single Central Register (SCR) is up to date with any relocated staff or volunteers and the checks that have been made.

Arrangements for students not required to attend the college under this situation remain the same as the arrangements outlined for full closure of the college site.