

The GTA Safeguarding Addendum During COVID-19

This policy applies to all members of GTA (including staff, learners, visitors and sub-contractors)

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Date	10.04.2020
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Doncaster GTA Safeguarding and Prevent Policy, arrangements in response to Covid-19

This document may be subject to change throughout the current COVID-19 pandemic. Any updates will be circulated to all staff. Staff must refer to this document in line with the current Safeguarding policy and the Government document Keeping children safe in education 2019.

Principles of the Addendum

The GTA has adopted the way in which it delivers training to our learners during the COVID-19 pandemic. However, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019 remain the same, below are key points to consider:

- The safety and welfare of the GTA's learners remains the priority of all GTA staff, teaching staff in particular will have regular contact with their own cohort of learners.
- if anyone has a safeguarding concern about any learner they should continue to act and act immediately, in line with our established safeguarding procedure.
- A DSL or deputy DSL is available to contact as before the closure of the centre.
- learners should continue to be protected when they are online.
- All staff and volunteers are advised to re-familiarise themselves with Part 1 and Appendix A of KCSIE as it is the key statutory guidance that schools and colleges must follow, this document contains relevant information about safeguarding expectations, identifying forms of abuse and the procedures to report such incidents.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf

Designated Safeguarding Lead:

Charlotte McLaughlin

safeguarding@doncastergta.co.uk

Designated Safeguarding Deputy:

Alec Besant

safeguarding@doncastergta.co.uk

24Hour Safeguarding and Prevent Contact

07904 723 529

All staff have access to the designated safeguarding lead or deputy on a daily basis, and can contact them via phone, email or through Microsoft Teams.

The Safeguarding Team, in liaison with senior managers will continue to be the first point of contact operationally for raising a safeguarding concern, updating safeguarding files and, as required, liaise

with social workers where they require access to learners in need and/or to carry out statutory assessment with the GTA.

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

All documentation for supporting staff in Safeguarding can be accessed via the GTA Safeguarding and Prevent channel under Microsoft Teams. The relevant documents can be downloaded for reference and to populate.

Reporting concerns

- All staff must continue to look out for any signs that indicate a learner may be at risk and in need of safeguarding support.
- If a member of staff has any safeguarding concerns about a learner, they must contact one member of the Safeguarding team on the 24-hour support line. The designated Safeguarding lead or deputy will advise if the concern requires a disclosure form to be completed.
- If the concern is urgent, the member of staff/volunteer will speak to a member of the Safeguarding Team via phone/video call immediately.
- In the unlikely event that a member of staff cannot contact any of the Safeguarding team then please contact Richard Appleyard or Jon Mace. If contact still cannot be made the member of staff must take immediate action to safeguard a learner, by contacting Social Care and/or Police if appropriate.
- Learners are encouraged to report concerns via existing reporting procedures, through their tutors, employers or the Safeguarding helpline.
- Parents/carers are encouraged to report concerns via existing safeguarding procedures found on the GTA website.
- Where staff are concerned about an adult working with learners, they should report the concern to the Safeguarding Team, if the concern is with a member of staff please contact Mr Jon Mace.

The GTA learner engagement report must be used to document any contact with a learner during the suspension of training.

Safeguarding training

Safeguarding 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.

Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means such as studying the NSPCC weekly updates.

All existing staff have read KCSIE 2019 Part 1, the document must be used as a reference document only and any procedures must follow the GTA's own Safeguarding policy.

Staff will continue to receive the online training should the training become out of date.

Staff will be made aware if any processes have changed, communication of this will be predominantly through teams, email and Zoom sessions.

Safer recruitment

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children and/or adults with care and support needs.

During Covid-19, if the GTA recruit new staff, we will continue to follow the relevant safer recruitment practices.

If volunteers are recruited the GTA will continue to follow the guidance in accordance with KCSIE 2019 and volunteers who have not had the relevant checks will not be left unsupervised with a child in any circumstances including online.

The GTA will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child and/or adult with care and support needs in accordance with relevant statutory guidance.

Where COVID-19 makes difficult to vet the suitability of a candidate then the recruitment will not take place and the position will not be filled.

It is unlikely that any recruitment will take place during this pandemic due to the issues surrounding teaching and learning observations.

Supporting learners when the staff are not in contact with learners

- The GTA will continue to ensure the safety and wellbeing of all its learners
- All staff, supported by the Safeguarding Team will continue to identify those vulnerable learners that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support, and consider whether they would benefit from external support.
- The Engagement report found on teams will be used as the main source to record all engagement activities with learners. The Safeguarding team will monitor the engagement report to identify any possible safeguarding concerns that may be developing.
- Tutors are required to verbally remind learners that both Safeguarding and Mental Health support is available 24 hours a day.
- The GTA will target its online tutorials and phone calls to ensure that safeguarding messages are shared with learners and their families.
- Staff are encouraged to contact the learner at least once as a minimum within a week.

Online safety, remote learning & communications

- It is mandatory that all Zoom sessions are recorded from a Safeguarding perspective.
- Any one to one sessions are to be pre-authorised by Richard Appleyard operations manager
- All staff must follow the code of conduct policy and adhere to the Safeguarding policy when delivering learning online.
- All online Zoom sessions must be generated with a password to ensure the session is secure.

Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where they have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, schools and colleges should ensure appropriate support is in place for them. Our guidance on [mental health and behaviour in schools](#) (which may also be useful for colleges) can help schools to identify children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils and students in the current circumstances can include existing provision in the school or college (although this may be delivered in different ways, for example over the phone for those children still not attending provision) or from specialist staff or support services.

Teachers should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home,

including when setting expectations of childrens' work. The department has provided separate [guidance on remote education practices](#) during the coronavirus outbreak.

Contacts and links to resources

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

<https://www.safeguardingsheffieldchildren.org/sscb/safeguarding-information-and-resources/coronavirus-or-covid-19>

Sheffield Children Safeguarding Partnership (SCSP):

Sheffield Children Safeguarding Partnership (SCSP) is the statutory body responsible for overseeing safeguarding children arrangements in the city.

Our office hours are: 8.45am to 5.15pm Monday - Thursday and 8.45am to 4.45pm Friday, tel: **0114 273 4450** email: scsp@sheffield.gov.uk

The areas of responsibility of the SCSP include:

- **Substance Misuse Manager:** Mandy.Craig@sheffield.gov.uk or tel.: 0114 205 8214
- **Licensing Manager:** Julie.Hague@sheffield.gov.uk or tel.: 0114 273 6753
- **Child Death Overview Panel (CDOP):** Diane Shahlavi, tel.: 0114 205 3846 or email: cdop@sheffield.gov.uk
- **Safeguarding Children Training,** tel.: 0114 273 4530; email: safeguardingchildretraining@sheffield.gov.uk
- **Safeguarding Children Advisors, Education**

Bea Kay, tel.: 0114 273 5655; email: bea.kay@sheffield.gov.uk

Flora Bandele, tel.: 0114 205 3714 email: flora.bandele@sheffield.gov.uk

- **Child Protection Coordinators,** tel.: 0114 273 5129 or 0114 273 4934 * If you have a disagreement about whether a conference should be held about a child, the SCSP [Effective Challenge and Escalation](#) procedure should be followed.
- **Independent Reviewing Service:** tel.: 0114 273 4994 for matters relating to the reviewing or monitoring of care plans for looked after children

Doncaster Safeguarding Children Partnership

Phone

- Main contact: 01302 734 214
- Emergency out of hours number: 01302 796000

- For general information, advice and guidance about safeguarding adults call the safeguarding adults unit on: 01302 737063

To report a crime to the police use the following numbers:

- In an emergency: 999
- Non-emergency: 101

E-mail

- If you don't want to report a safeguarding issue over the phone, you can email us details here: SAH@doncaster.gov.uk

Text

- SMS/Text Number (for people from the deaf community): 0797 903 1116