

**Annex to Portsmouth College Safeguarding Policy**  
**March 2020**  
**Response to COVID-19**

There have been significant changes within our setting and within the UK in response to the outbreak of COVID-19.

This annex sets out some of the adjustments Portsmouth College is making in line with the changed arrangements in the college and following advice from government and local agencies.

The current position is that, following the Government announcement, that the main college building is closed but the college continues to operate virtually/online for our students.

The College's Safeguarding Policy and Procedures remain the same but this annex has been produced in light of the current circumstances and a recognition of the pressure that young people and their families will be under during this time. As the college is operating in the normal way remotely, all safeguarding concerns should be raised in the same way albeit through different/adapted methods. Staff may be aware of the mental health of both students and their parents or carers, and should refer to safeguarding about any emerging concerns.

For the most vulnerable groups, additional measures will be put in place to safeguard these individuals.

- **For students subject to a Child Protection Plan and Child In Need Plan, and who have an allocated social worker:**

Contact will be made by the safeguarding team twice weekly with these students in agreement with the family and social worker. Where families have requested this to be once per week, this has been discussed and agreed with the allocated social worker.

- **For students who are Looked after Children and recent Care Leavers:**

Contact will be made by the Wellbeing Team who will call weekly or twice weekly as agreed with the student, carer and social worker.

- **For students with an EHCP:**

Mainstream Students - LSA and EHCP Manager will maintain regular contact with these students, ensuring that LSA support remains to be in place where requested

LDD Students - Learning Area Manager and LSA and EHCP Manager will maintain regular contact with parents/carers.

- **For students on the edge of social care involvement or pending allocation of a social worker, or identified as high risk:**

Contact will be made by the safeguarding team once per week for a welfare check.

(Contact will be made remotely through telephone calls/Hangout meets or other appropriate methods - Safeguarding protocols to be followed at all times).

**Reporting arrangements:**

The college arrangements continue in line with our Safeguarding Policy.

**The Designated Safeguarding Lead is:**

Frances Mullen – 02392667521 – [frances.mullen@tpc.ac.uk](mailto:frances.mullen@tpc.ac.uk)

**The Deputy Designated Safeguarding Leads is:**

Susan Churches – 02039208543 – [susan.churches@tpc.ac.uk](mailto:susan.churches@tpc.ac.uk)

Staff will continue to follow the safeguarding procedures and advise the safeguarding leads immediately about concerns they have about any student. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

If you have access to Athena please continue to log confidential comments as you normally would. If you do not have access to Athena to log confidential comments please email concerns to [room15@tpc.ac.uk](mailto:room15@tpc.ac.uk) where a member of the safeguarding team will respond to the concern and log on Athena. This email address is monitored by all safeguarding staff.

Normal safeguarding procedures apply for referrals to children's services. This contact will go through a member of the safeguarding team (listed above) who will follow appropriate measures in seeking the appropriate and necessary support.

**Allegations or concerns about staff**

With such different arrangements in place, young people could be at greater risk of online abuse. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

**New staff or volunteers**

No new volunteers will start in any role during this period and new staff due to start will need to complete the same induction process and undertake online safeguarding training.

**Peer on peer abuse**

We recognise the potential for abuse to go on between young people, especially in the context of online learning. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision.

**Risk online**

Young people will be using the internet more during this period. The College may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when students are learning at the College.

It is extremely important that professional boundaries do not slip during this exceptional period and protocols for online working have been issued. Key safeguarding points are:

- If teachers choose to use face-to-face live delivery - please make sure you are dressed professionally and you deliver against a plain background without personal items behind/around you
- Make it clear that students also need to treat this in the same way as a lesson and be prepared, dressed appropriately and be sat at a table ready to work.
- Any lesson delivery is for the use of the students only and must not be shared inappropriately

- Make sure you only use academic platforms and college contact details.
- Maintain interacting with groups of students and do not interact 1-to-1 with students on Google Meet or Hangouts
- Use Google Classroom stream or email for individual communication.

Staff can access further guidance here:

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>