



WELLINGTON
COLLEGE

**Temporary addendum to Safeguarding and Child
Protection Policy
Safeguarding during COVID-19**

September 2021

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Policy owner: Delyth Lynch, Deputy Head (Safeguarding), DSL

Date: 1st September 2021

Date shared with staff and Governors: 7th January 2021

Date shared with Parents: 11th January 2021

Context

At the start of Academic Year 2021-22, all schools and colleges opened as normal for the on-site education of children. As such, this addendum to the safeguarding policy is not currently active but remains on “stand-by” for any period of the academic year where our provision is affected by a Covid Lockdown. As soon as any future lockdown is announced, this addendum be updated and become active.

This addendum of the Wellington College Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- Testing and screening
- Vulnerable children
- Attendance monitoring
- Designated Safeguarding Lead and Deputies
- Reporting a Concern
- Safeguarding training and induction
- Safer recruitment and volunteers
- Online safety within Wellington College
- Students and online safety away from College
- Support students not in College
- Peer on peer abuse

This addendum has been put together under the framework of KCSIE 2021 and Bracknell Forest local authority guidance. It will continue to have regard to the DfE guidance ‘Safeguarding and remote education during coronavirus (COVID-19) (DfE, March 2021).

The College is continuing to operate in a fundamentally different way to usual and has readjusted to accommodate an online learning environment and support our students remotely. A number of important safeguarding principles remain, however:

- The best interests of the students continue to come first
- If anyone in the College has a safeguarding concern about a student, they should continue to act and act immediately
- A DSL or deputy will be available at all times
- No unsuitable people will be allowed to gain access to students
- Students should continue to be protected when they are online

Due to the rapidly changing guidance and advice issued by the Government, this addendum will remain online and will be updated when arrangements change. Updates will be communicated to staff and highlighted when changes are made. This a is also available on the College website.

Key contacts

Key contacts for safeguarding remain as:

Position	Name	Phone	e-mail
Designated safeguarding lead (DSL)	Delyth Lynch	07825 419190 01344 751763	dal@wellingtoncollege.org.uk

Deputy DSL (Deputy Head Pastoral)	David Walker	07717 765343	daw@wellingtoncollege.org.uk
Deputy DSL (ELT)	Ed Venables	07766 168286	ebrv@wellingtoncollege.org.uk
Senior Deputy DSL	Jess Goves	01344 753283	jcg@wellingtoncollege.org.uk
Deputy DSL (Health and Fitness Club)	Gaby Moretti- Chambers	01344 444243	gmmc@wellingtonfitness.co.uk
Master	James Dahl	01344 4444101	Master@wellingtoncollege.org.uk
Chair of governors	William Jackson	Contact details can be obtained from Lisa Thompson 01344 444020 or ljt@wellingtoncollege.org.uk	
Nominated safeguarding governor	Felicity Kirk	Contact details can be obtained from Lisa Thompson 01344 444020 or ljt@wellingtoncollege.org.uk	

The responsibility chain, should a member of the DSL team become ill with COVID-19 is as follows:
DAL→DAW→JCG→EBRV→GMMC

Bracknell Forest Children's Social Care numbers and contact details

We continue to work closely with our local safeguarding partners and will ensure that this policy is consistent with Bracknell Forest advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. Contact details remain the same:

Name	Phone	Out of hours phone	Email
Duty Team	01344 352020	01344 786543	childrensocialcare@bracknell-forest.gov.uk
MASH Team	01344 352005		MASH@bracknell-forest.gov.uk

Safeguarding and Child Protection Training, Consultation and Advice:

Title	Name	Phone	e-mail
Safeguarding & Inclusion manager (Children, young people and learning)	Rachel Martin	01344 354014	Rachel.Martin@ bracknell-forest.gov.uk
Safeguarding Our Schools	http://can-do.bracknell-forest.gov.uk/Services/5145		

Support from the Safeguarding our Schools Team (Bracknell Forest)

The Bracknell Forest Safeguarding Our Schools Team continues provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes the cascading of guidance, remote meetings with senior leaders as required, telephone and email contact.

Allegations against staff

Title	Name	Phone	e-mail
Local authority's designated officer (LADO)	Alison Small	01344 351533	LADO@bracknell-forest.gov.uk

Roles and responsibilities

The roles and responsibilities for safeguarding in the College remain in line with our [Safeguarding and Child Protection policy](#).

One DSL and at least one deputy will be available on site during the College day (both in the holidays and term time) and they will also be available by phone and online video (via MS Teams). A responsibility chain has been established should a member of the DSL team become ill.

Vulnerable students and supporting students not in College

The DfE's definition of Vulnerable children includes those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Wellington College currently has a small number of students which fall under this category. They will be accessing the College site on a bespoke individual basis and the responsibility for their care falls under the DSL. Each student has been risk assessed according to their needs and will access their lessons online and be based in the College library. Food will be provided for them from the College catering team.

The College has a clear policy for identifying and supporting students which have a particular pastoral need and this support will be on-going throughout the current short term remote education arrangements. Each student will be monitored carefully and regular on-going risk assessments and discussions with both students and parents carried out. Any students who are struggling or who are deemed to fall into the vulnerable category should be identified to the Deputy Head (Safeguarding), Deputy Head (Pastoral) or HM.

Students learning remotely will receive their regular weekly tutorial with their tutor and attend weekly house meetings as expected. Any student in these year groups who have been identified as having a particular level of need (1, 2, 3 or 4) will be communicated with as follows:

- Level 1 and 2: At least one 1-2-1 online tutorial with their tutor (and a 1-2-1 online meeting with their HM if the HM feels that this is appropriate). Communication also needs to be initiated by the HM with student's parents.
- Level 3: One 1-2-1 online tutorial with their tutor and one 1-2-1 online meeting with their HM. Communication also needs to be initiated by the HM with student's parents.
- Level 4: Prior to the start of the term, the DSL and HM will liaise with all students who have been identified as LoN 4 and communicate directly with their parents to ascertain how their holiday has been and their plans for returning to the College in the new term

All interactions are to be recorded on MyConcern and will be entered as soon as possible after a conversation has taken place.

Mental health support and guidance will be re-issued from the College counselling team who will continue to offer counselling sessions (via telephone or video link).

Information about keeping mentally healthy and general wellbeing will be disseminated to students, parents and staff via email and a printable booklet will be available at the start of term. The College is holding a 'mental health and wellbeing festival' throughout the first few weeks of term which will continue to keep mental health and wellbeing high on the minds of all staff, students and parents.

All teaching staff have been made aware of the pastoral support structure which is in place, and the part that they play in ensuring that the mental health of the students is given utmost priority. All have been made aware that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents.

Staff will be aware of this in setting expectations of pupils' work where they are at home. Staff will be aware of any students with particular needs on a weekly basis (via 'the pastoral list') and all can contact the DSL and Deputy Head (Pastoral) should they have any concerns.

Attendance monitoring

Attendance at school continues to be mandatory. As such, attendance monitoring will be required on isams in the usual way and the appropriate code entered.

If a pupil has not engaged with any online learning for three consecutive days, the HM and DSL should be contacted.

The HM will then attempt to contact the parent via telephone or email. If contact cannot be made this should be reported to the DSL who will assess the situation and decide on the appropriate next steps. This will involve:

- Ensuring that all contacts on isams have been used
- Visiting the student's home (if close enough and appropriate to do so)
- Liaising with Rachel Martin (Safeguarding and Inclusion team manager for Bracknell Forest)
- Informing the Bracknell Forest MASH team for advice

Reporting a concern about students or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Safeguarding and Child Protection procedures and advise the DSL of any concerns they have about any student. All staff will be reminded of the nuances of online teaching and to be alert to something which seems unusual for that student.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that students may face from staff. As such, it remains extremely important that any allegations of abuse made against staff or volunteers are dealt with thoroughly and efficiently and in accordance with our Safeguarding and Child Protection Policy. A concern about a member of staff should be reported to the Master or the DSL. A concern about the Master should be reported to the Chair of Governors.

Low level concerns should be reported and dealt with as per the College Low Level Concerns Policy.

The 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

Staff training and induction

The DSL and Deputy DSLs have up to date training which does not need to be renewed within the next six months. Therefore the team will remain trained to the appropriate levels and will access online training and webinars in order to maintain their knowledge and update their understanding, particularly with regards issues which are pertinent to online safety, remote learning and communications and peer on peer abuse.

All current teaching staff have received level 1 safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education 2021. All College staff are also up to date with their level 1 training and have read Part 1 and Annex A of KCSIE 2021.

Staff who require their three yearly update for level 1 safeguarding training will be sent the College online video and will be asked to watch this and complete the accompanying questions. Any new staff who are appointed during the period of closure will receive the same resources and will additionally attend a MS Teams one-to-one induction meeting (or face to face, socially distanced if preferred) with the DSL.

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.

During this period, the College will continue to follow our Safer Recruitment policy and the SCR protocol guidance. During this time the College will also adhere to the relevant sections in part 3 of KCSIE 2021. The College will continue to keep the SCR up to date and it will continue to be checked as per the SCR protocol document.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the College's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We recognise that abuse can still occur during this period and the potential for online peer on peer abuse may be greater.

Our staff will remain vigilant to the signs of peer on peer abuse and will follow the process set out in the College peer on peer abuse policy.

Concerns and actions will be recorded on the pupil's safeguarding file (in MyConcern) and appropriate referrals made.

Online safety

Pupils continue to be using the internet and engaging with social media far more during this current time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Safeguarding and Child Protection Policy, the [College AUP](#) and the [e-safety policy](#).

Staff who interact with students online will continue to look out for signs a student may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

Information about appropriate conduct during online lessons has been issued to all staff, students and parents and can be found in the documents:

- Pupil guidance for remote teaching
- Remote teaching and guidance

These documents can be found in the Covid-19 tile on MyDay and have also been sent to staff, students and parents.

New children at the school

Special attention will be given to any student that starts at the College should schools be in a period of lockdown to ensure that they are welcomed and inducted in an appropriate manner.

Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

The College recognises that school is a protective factor for many young people and not being able to attend may affect their mental health. Family circumstances may also affect the mental health of parents and siblings. Teachers need to be acutely aware of this when undertaking tutorials and when setting work.

If a home visit is required, the member of staff will carry a letter of authorisation to validate essential travel should the individual be stopped by the Police. The DSL will dynamically risk assess any home visit and liaise with the relevant staff involved.

Testing and Screening

During this current period of College closure, Wellington will invite the following individuals to complete a lateral flow test:

- Any student who comes on site
- Any member of staff who has pupil facing role or enters boarding houses or classrooms)

Guidance on testing will be issued to all members of the College community and in accordance with the latest Government guidelines.

Delyth Lynch (DSL), 2nd April 2020

Reviewed 21/5/2020 (no changes made. Update to Government guidance to reflect changes for those schools returning on 1/6/2020)

Reviewed 1/6/2020. No changes made, due to school situation not changing (no pupils)

Reviewed and amended 1/1/2021 (to reflect phased return and testing as issued by DfE)

Reviewed and amended 7/1/2021 (to reflect lockdown 3)

Reviewed and amended 1/9/2021

Appendix I

Resources and useful publications

I. Links to the suite of information from the Government (please note these will be updated on a regular basis)

[Education and Childcare](#)

[Mental health Guidance for Parents and Carers](#)

2. Supporting student mental health

- <https://www.childline.org.uk/> - a helpline for young people (also contactable if you want to talk, on 0800 1111)
- www.themix.org.uk - a UK based charity providing information and free confidential support for young people
- <https://kooth.com> - an online counselling and wellbeing platform for young people offering advice and support
- www.youngminds.org.uk



[YoungMinds - children and young people's mental health charity](http://www.youngminds.org.uk)

We're the UK's leading charity fighting for children and young people's mental health. We will make sure all young people get the best possible mental health support and have the resilience to overcome life's challenges.

www.youngminds.org.uk

- <https://www.mind.org.uk/information-support/> - Mind provides a lot of really helpful detailed information on mental health issues and how to deal with them.
- <https://www.studentsagainstdepression.org/> - a site offering help, support and guidance to those experiencing low mood, depression and suicidal thinking
- <https://papyrus-uk.org/> - support if you are feeling suicidal
- www.thecalmzone.net - specifically for boys and men - free webchat and support for suicidal thinking.
- <https://itgetsbetter.org/> LGBTQ+ youth support and links to local organisations you might find helpful.
- <https://www.nhs.uk/apps-library/filter/?categories=Mental%20health> - a list of apps which can support good mental health



[Showing results for: "Mental health" - NHS](#)

These digital tools meet NHS quality standards for safety, usability and accessibility and are being tested now with NHS patients to see if there is sufficient evidence to provide them an NHS stamp of approval. These digital tools meet NHS quality standards for safety, usability and accessibility ...

www.nhs.uk

3. Specific links to bereavement support

- Cruse: <https://www.cruse.org.uk/>
- Winstons Wish: <https://www.winstonswish.org/coronavirus/>
- Child bereavement UK: <https://www.childbereavementuk.org/>
- [Young Minds](#)
- [Wellington College bereavement policy](#)

General remote learning guidance and support

- The National Grid for Learning: <https://coronavirus.lgfl.net/safeguarding>
- ISI guidance for remote teaching
<https://www.isi.net/coronavirus/safeguarding-suggestions-for-remote-teaching/>

4. Internal support documents

- All advice to staff and students on:
- Remote learning
- Mental health and wellbeing

Safeguarding can be found [here](#).