



REVIEWED BY: Thomas Hunt

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PERSON/S RESPONSIBLE:

All staff
Monitoring Board

SAFEGUARDING ADDENDUM During COVID-19 PANDEMIC

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APPROVED BY: Dean Smith

SIGNED: *Dean Smith*
Dean Smith (Mar 16, 2022 17:32 GMT)

From 23rd March 2020 employers were asked to allow employees to work from home, wherever possible, and for schools and further education institutions to remain open only for those children of workers critical to the COVID19 response. These restrictions have now been lifted but could return at any time. In the meantime Employers still have a duty to manage risks to those affected by their business by carrying out health & safety risk assessments including the risk of COVID-19.

This addendum to our Safeguarding policy contains details of our safeguarding arrangements in the event of COVID restrictions directed by the Government:

Key Contacts

Role	Name	Contact	Email
DSL - Designated Safeguarding Lead	Michele Andrews	07809 901247	Michele.andrews@primarygoal.ac.uk
DSO - Designated Safeguarding Officer	Joe Ormond	02475 267600	Joe.ormond@primarygoal.ac.uk
Board Director	Louise Campton	02475 267600	Louise.campton@primarygoal.ac.uk

Vulnerable Individuals

Vulnerable individuals include those who require additional educational, health or emotional support up to the age of 25 but are not limited to this and Primary Goal offers support to all its Apprentices & Staff at this time.

Work-based Coaches and the Safeguarding Team know who our most vulnerable Apprentices are. They have the flexibility to offer support where necessary and have a responsibility to share information confidentially with others on a need to know basis.

Attendance monitoring

It is the responsibility of the employer to inform Primary Goal if an Apprentice has failed to attend their place of work where they are not furloughed and the absence is unauthorised. Equally it is the responsibility of Primary Goal to advise the employer of those Apprentices who are not furloughed, if they fail to attend the virtual training sessions or reviews without prior notification. It is also the responsibility of the Work-based Coach to ensure Apprentice contact numbers are up-to-date and recorded for emergency purposes and regular contact is maintained.

Designated Safeguarding Lead

Primary Goal's trained Designated Safeguarding Lead (DSL) or deputy will be available to be contacted via phone or online video working from home. Where a trained DSL (or deputy) is not available, a senior leader will assume responsibility for co-ordinating safeguarding.

The DSL will continue to engage with all multi-agencies where necessary, which can be done remotely.

Reporting a concern

Where staff have a concern about a young person, they should continue to follow the process outlined in the main Safeguarding Policy, this includes reporting via the Cause for Concern form on our website:

<https://forms.office.com/Pages/ResponsePage.aspx?id=wmBzDXHly06S7OPbPPTPjw2YZSgBk3FMkwcDr8Hah9hUNjAyRTY0UzVNNzi3M1BZUJUSjUzMjRPRi4u>

In the unlikely event that a member of staff cannot access the website from home, they should email or telephone the Designated Safeguarding Lead & the Designated Safeguarding Officer as detailed above. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Safeguarding Training and induction

DSL training is still available online whilst there remains a threat of the COVID 19 virus.

All existing staff have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2021) & the Safeguarding and Prevent policy. The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about an individual.

Where new staff are recruited, they will continue to be provided with a safeguarding onboarding.

Safer recruitment/and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the workforce or gain access to young people. When recruiting new staff, we will continue to follow the relevant safer recruitment processes as appropriate according to the Keeping Children Safe in Education 2021 (KCSIE) policy.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Primary Goal will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

Whilst acknowledging the challenge of the current pandemic, it is essential from a safeguarding perspective that Apprentices and Employers are aware of which Work-based Coach is supporting them and should this change the Apprentice and their employer will be informed immediately.

Online Safety Away from the Workplace

Primary Goal will continue to provide a safe online training environment for its Apprentices.

It is important that all staff who interact with Apprentices including online, continue to look out for signs of risk. Any such concerns should be dealt with as per the Safeguarding policy and where appropriate referrals will still be made to social care, the police or Channel where required. Our online teaching will follow the same principles as set out in the code of conduct for Work-based Coaches.

Primary Goal will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and Apprentices must be aware that webcams are being used, and agree to this
- Staff and Apprentices must wear appropriate clothing
- Computers used should be in appropriate areas where possible and the Primary Goal background should be used where practical
- The live class/reviews should be recorded so that if any issues were to arise, the video can be reviewed – apprentices must be made aware of this
- Language must always be professional and appropriate
- Staff must only use platforms provided by Primary Goal to communicate with pupils
- Staff must record, the length, time, date and attendance of any sessions held

Policy Review

Primary Goal will review this Policy every 6 months. The review will be undertaken by the Management Team, with a nominated member of the Governance Board or Management Team responsible for leading the review.