**Annex 1 .2**

**Safeguarding and Child Protection Policy**

**COVID-19 arrangements for**

**City College Peterborough**

**Amendments highlighted in yellow made on 26/5/20 to reflect DfE updates to *“Coronavirus (COVID-19): safeguarding in schools, colleges and other providers”* on 20/5/20.**

In consultation with the governors the chairman has agreed the enclosed changes to the safeguarding policy to take account of the current situation

**Policy owner:** Julie Bennett

**Date: 26th May 2020**

**Date shared with staff: 8th June 2020**

**Date published on college website: 8th June 2020**

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# Background

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so to slow to spread of Covid-19. Many young people, learners and supported people will continue to remain at home during the initial stages of the phased return. However, from 1st June, we expect to be able to welcome more young learners back to City College Peterborough’s Study Programmes provision. Priority will continue to be given to providing places for ‘key worker’ children (those children of workers critical to the Covid-19 response) and those classed as vulnerable, with an EHCP or have an allocated Social Worker.

The phased return has been carefully planned with reference to Department for Education guidance:

* Actions for education and childcare settings to prepare for wider opening from 1st June 2020
* Implementing Protective Measures in Education and Childcare Settings
* Covid-19 Safeguarding in Schools, Colleges and Other Providers

Risk assessments across the college have been, or are in the process of being, completed across the college informing robust action plans and controls.

This revised addendum of City College Peterborough’s Safeguarding and Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time to protect all young people and adults at risk, whether attending college or remaining at home, from harm and abuse.

City College Peterborough is committed to ensuring the safety and wellbeing of all its learners and supported people. The following safeguarding principles remain unchanged:

* The best interests of young learners and adults at risk must always continue to come first;
* If anyone in college has a safeguarding concern about any child or adult at risk they should continue to act and act immediately;
* A DSL or deputy should be available;
* It is essential that unsuitable people are not allowed to enter the college’s workforce and/or gain access to young learners and adults at risk;
* Learners and Supported People should continue to be protected when they are online.

# Key contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Telephone contact | email |
| Designated Safeguarding Lead | Julie Bennett | 07762208810 | [jbennett@citycollegepeterborough.ac.uk](mailto:jbennett@citycollegepeterborough.ac.uk) |
| Deputy Designated Safeguarding Leads | Sharon Preston-High | 07952352338 | [Spreston-high@citycollegepeterborough.ac.uk](mailto:Spreston-high@citycollegepeterborough.ac.uk) |
| Michaela Granger | 07494314752 | [mgranger@citycollegepeterborough.ac.uk](mailto:mgranger@citycollegepeterborough.ac.uk) |
| Paul Mansfield | 07543961243 | [pmansfield@citycollegepeterborough.ac.uk](mailto:pmansfield@citycollegepeterborough.ac.uk) |
| Leanne Yates | 07958178815 | [lyates@citycollegepeterborough.ac.uk](mailto:lyates@citycollegepeterborough.ac.uk) |
| Designated Persons | Cheryl Allett | 07999284834 | [callett@citycollegepeterborough.ac.uk](mailto:callett@citycollegepeterborough.ac.uk) |
| Vanessa Cave | 07903029723 | [vcave@citycollegepeterborough.ac.uk](mailto:vcave@citycollegepeterborough.ac.uk) |
| Tash Dalton | 07721183815 | [tdalton@citycollegepeterborough.ac.uk](mailto:tdalton@citycollegepeterborough.ac.uk) |
| Carlene Osborne | 07376106153 | [corsborne@citycollegepeterborough.ac.uk](mailto:corsborne@citycollegepeterborough.ac.uk) |
| Debbie Hembrow | 07506533652 | [dhembrow@citycollegepeterborough.ac.uk](mailto:dhembrow@citycollegepeterborough.ac.uk) |
| Dawn Nicholls | 07712235030 | [dnicholls@citycollegepeterborough.ac.uk](mailto:dnicholls@citycollegepeterborough.ac.uk) |
| Allison Ward | 07983345422 | [award@citycollegepeterborough.ac.uk](mailto:award@citycollegepeterborough.ac.uk) |
| Sarah Collins | 07738391984 | [scollins@citycollegepeterborough.ac.uk](mailto:scollins@citycollegepeterborough.ac.uk) |

Additional Lead Responsibilities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Telephone contact** | **Email** |
| SPOC (for all Prevent referrals) | Julie Bennett | 07762208810 | [jbennett@citycollegepeterborough.ac.uk](mailto:jbennett@citycollegepeterborough.ac.uk) |
| Domestic Abuse | Carlene Osborne | 07376106153 | [corsborne@citycollegepeterborough.ac.uk](mailto:corsborne@citycollegepeterborough.ac.uk) |
| Child Sexual Exploitation | Michaela Granger | 07506066793 | [mgranger@citycollegepeterborough.ac.uk](mailto:mgranger@citycollegepeterborough.ac.uk) |
| Children of Prisoners | Tash Dalton | 07721183815 | [tdalton@citycollegepeterborough.ac.uk](mailto:tdalton@citycollegepeterborough.ac.uk) |
| Early Help Assessors | Tash Dalton | 07721183815 | [tdalton@citycollegepeterborough.ac.uk](mailto:tdalton@citycollegepeterborough.ac.uk) |
| Michaela Granger | 07494314752 | [mgranger@citycollegepeterborough.ac.uk](mailto:mgranger@citycollegepeterborough.ac.uk) |
| Carlene Osborne | 07376106153 | [corsborne@citycollegepeterborough.ac.uk](mailto:corsborne@citycollegepeterborough.ac.uk) |
| Mental Capacity Act (MCA) | Paul Mansfield | 07543961243 | [pmansfield@citycollegepeterborough.ac.uk](mailto:pmansfield@citycollegepeterborough.ac.uk) |
| Debbie Hembrow | 07506533652 | [dhembrow@citycollegepeterborough.ac.uk](mailto:dhembrow@citycollegepeterborough.ac.uk) |
| Online Safety | Leanne Yates | 07958178815 | [lyates@citycollegepeterborough.ac.uk](mailto:lyates@citycollegepeterborough.ac.uk) |

# Supporting Learners and Supported People in College

City College Peterborough is committed to ensuring the safety and wellbeing of all its learners and supported people.

City College Peterborough will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

The college continues to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

City College Peterborough will continue to be a safe space for all learners and supported people to attend and flourish. We recognise that for some people the return to college after an extended period of time at home will be challenging and staff will support them to adjust to the necessary changes to the college environment and routines. Supporting learner/supported people wellbeing will be at the forefront of our approach and college staff will seek to provide reassurance to learners and supported people as we manage the transition period. Staff will talk to the learners/supported people about the changes to the college in an age/ability appropriate manner, acknowledge and listen to their anxieties and support them to understand the altered routines.

City College Peterborough recognises that the current circumstances may adversely affect particularly the mental health of young people, adults at risk and their parents/carers. College staff have been briefed to look out for changes in behaviour or in a young person’s/supported person’s emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more people return to college. As always, learner/supported person wellbeing is at the heart of our work, and college staff will seek to provide appropriate support for learners/supported people both in college and where required from specialist services.

City College Peterborough recognises that for some learners/supported people, home may not be a safe space, and there may be learners/supported people who are relieved to return to college. College staff have been reminded of the need to respond sensitively to learners/supported peoples’ differing experiences during the period of college closure. College staff have been asked to be particularly vigilant, as more people return to college, for signs and indicators that a learner/young person may have experienced abuse or neglect. College staff have been trained about how to handle a disclosure from a learner/supported person, and understand that any safeguarding concerns, including those that relate to the period of college closure, must be referred immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or Designated Person in the usual way.

Prior to learners/supported people returning to college, parents and carers will be asked to ensure that all personal details held by the college, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise the college if there are any changes regarding the young person’s/adult at risks welfare, health and wellbeing that it would help the college to be made aware of. Where the college is aware of particular circumstances affecting a young person, adult at risk or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that they can be best supported.

# Supporting learners/supported people not in college

City College Peterborough is committed to ensuring the safety and wellbeing of all its learners and supported people.

City College Peterborough recognises that some learners and supported people will not be eligible to return to college immediately due to the phased nature of re-opening, and that some parents/carers of learners/supported people eligible to attend may choose not to send them to college at this time.

City College Peterborough recognises that college is a protective factor for young people and supported people, and the current circumstances, can affect the mental health of learners/supported people and their parents/carers. Staff at City College Peterborough need to be aware of this in setting expectations of learners’ work where they are at home.

Where the DSL/Deputy/DP has identified a learner/supported person about whom there have been concerns but not currently open to social care, or who would normally receive pastoral-type support in college, they should ensure that a robust communication plan is in place for that learner/supported person. Regular telephone support is being provided to all Study Skills learners, Day Opportunities Supported People and those other learners assessed as being in the higher risk categories (see section 6). ‘Regular’ is defined as per the individual learner/supported person.

Details of this plan will be recorded, as should a record of all contact made.

City College Peterborough and its DSLs and DPs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL/Deputy/DP will consider any referrals as appropriate.

If we are unable to contact a learner/supported person about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The college will share safeguarding messages on its website and social media pages.

City College Peterborough recognises that college is a protective factor for learners and supported people, and the current circumstances, can affect the mental health of them and their parents/carers. Staff at City College Peterborough need to be aware of this in setting expectations of learners’ work where they are at home.

# Vulnerable Young People Up To The Age of 25 with an Education, Health and Care Plan

Vulnerable young people under the age of 18 include those who have a Social Worker and those young people up to the age of 25 who have an Education, Health and Care Plans (EHCP).

All vulnerable children continue to be eligible to attend education full time during the period of phased opening. This applies regardless of whether their year group is due to return to college as part of the phased return, and regardless of whether they had chosen to access college provision prior to the phased return.

Vulnerable children include those who:

* are assessed as being in need under section 17 of the Children Act 1989, including children 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 and it is determined, following risk assessment ([risk assessment guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance)), that their needs can be as safely or more safely met in the educational environment
* have been assessed as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children’s social care services, adopted children, those at risk of becoming NEET (‘not in employment, education or training’), those living in temporary accommodation, those who are young carers and others at the college and local authority’s discretion

Senior leaders know who our most vulnerable young people are. They have the flexibility to offer a place to those about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

City College Peterborough will continue to work with and support children’s Social Workers to help protect vulnerable children. This includes working with and supporting children’s Social Workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Michaela Granger.

There is an expectation that vulnerable children who have a Social Worker will attend an education setting, unless the child/household is shielding or clinically vulnerable. In circumstances where a parent does not want to bring their young person to the college, and their child is considered vulnerable, the Social Worker and City College Peterborough will explore the reasons for this directly with the parent.

Where parents/carers are concerned about the risk of their child contracting COVID-19, City College Peterborough or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

City College Peterborough will encourage our vulnerable young people to attend college, including remotely if needed.

In all circumstances where a vulnerable young person/supported person does not take up their place at college, or discontinues, City College Peterborough will notify their Social Worker.

# Adults At Risk

Under the Care Act (2014) an adult at risk is defined as an adult over 18 years of age who:

* has needs for care and support (whether or not the authority is meeting any of those needs),
* is experiencing, or is at risk of, abuse or neglect, and
* as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.’ (Care Act 2014, section 42)

Therefore safeguarding is for people who, because of issues such as dementia, learning disability, mental ill-health or substance abuse, have care and support needs that may make them more vulnerable to abuse or neglect.

City College Peterborough has identified the following groups that may fall into this category as a result of national Coronavirus measures:

* Day Opportunities Supported People who have a commissioned package of Care
* Day Opportunities Supported People who do not have a commissioned package of care however due to their learning disability or autism are at risk of escalating need including neglect and self-neglect
* Apprentices under the age of 18
* Learners who access Supported Adult Learning Provision (SAL)
* Older People over the age of 70
* Adults who have serious underlying health conditions
* All other Study Skills learners who do not fall into the ‘Vulnerable Children/Young People’ category above

Senior Leaders know who the supported people and learners are who fall into these categories.

All Day Opportunities supported people with a commissioned package of care have been risk assessed and places have been offered at Kingfisher Centre, Industrial Hub and City Centre Hub to those at high risk and living at home with a family member(s). For those Day Opps supported people without a package of support, with the exception of three, service delivery will be by telephone only to assist in social distancing and isolation. For those that were receiving support from the Job Coach team they have been offered a place on site if they have been assessed as high risk, or via the telephone.

All Study Skills learners that are not attending college will have regular welfare telephone calls. Regular telephone calls are made to SAL learners, older people and apprentices under the age of 18.

Telephone support is regularly provided, either daily, twice a week or once a week and involves checks on the welfare of individuals and parents/carers and help to resolve challenges and issues that have arisen.

# Attendance monitoring (for those assessed as needing to attend Study Skills)

City College Peterborough will resume taking attendance registers from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>. City College Peterborough is also sending this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough,

City College Peterborough will continue to follow up with any parent/carer if they were expecting the child to attend and they subsequently do not attend college. Non-attendance will be followed up in line with the college’s normal attendance protocols.

All nonattendance will be followed up with a safe a well check. This will be completed by the Wellbeing team. The allocated risk rating for each learner will identify how quickly safe and well checks will be made. All nonattendance is followed up and recorded at the end of every day college day.

City College Peterborough will continue to inform Children’s/Adult Social Care if a learner/supported person with a Social Worker does not attend college.

# Meals to Vulnerable People and Families

During the COVID-19 measures the college is committed to supported vulnerable people in the city of Peterborough and is delivering a meals-on-wheels service to vulnerable individuals and families to ensure they have access to at least one meal a day. Referrals to the Meals on Wheels service are made by a range of stakeholders including where identified in the regular welfare calls being made to vulnerable learners and supported people.

If during the delivery of a meal to a vulnerable person/family a safeguarding concern is raised then this must be reported via City College Peterborough electronic recording system, MyConcern, and a call placed to the DSL/Deputy DSL/DP.

# Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Designated Persons Arrangements

City College Peterborough has a Designated Safeguarding Lead (DSL), 4 Deputy DSL’s and a further 9 Designated Persons (DP), all Cambridgeshire and Peterborough Safeguarding Board trained (see section 2/page 2 for details).

We will endeavour to have a trained DSL, Deputy DSL and/or DP available at Brook Street. Where this is not possible the DSL, Deputy DSLs or DP’s will be available to be contacted via phone, email and via MyConcern.

Where a trained DSL, Deputy DSL or DP is not on site, in addition to the above, a SLT member will assume responsibility for co-ordinating safeguarding on site.

It is important that all college staff and volunteers have access to a trained DSL, Deputy DSL or DP. Regular communications will be made to all staff to make them aware of how they can contact the DSL, Deputy DSL’s and DPs. To ensure accessibility all staff have been provided with all DSL, Deputy DSLs and DP’s mobile telephone numbers. All staff have received communications to advise that concerns should continue to be raised via MyConcern and followed up with a call to a DSL, Deputy DSL or DP.

The DSL, Deputy DSL and DP will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

# Reporting a concern

Where staff have a concern about a young person or adult at risk, they should continue to follow the process outlined in the college’s Safeguarding and Child Protection Policy. City College Peterborough uses an electronic recording system, MyConcern, which staff are able to access from home or any other location with internet access.

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

Where staff are concerned about an adult working with children in the college, they should report the concern to the Principal according to the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the Principal whilst away from college, this should be done verbally and followed up with an email to the principal.

Concerns around the Principal should be directed to the Chair of Governors: John Holdich OBE.

# Safeguarding Training and induction

DSL/DP training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. In the interim, Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Designated Persons continue to keep themselves up to date with safeguarding developments through updates from the Education Safeguarding Team, accessing the Knowledge Hub and via the Safeguarding Children Partnership Board communications and website.

For the period COVID-19 measures are in place, a DSL, deputy and DP who has been trained will continue to be classed as a trained DSL, Deputy or DP even if they miss their refresher training.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to education providers through a dedicated helpline.

All existing college staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL, Deputy or DP should communicate with staff any new local arrangements, so they know what to do if they are worried about a child or adult at risk.

Where new staff are recruited, or new volunteers enter City College Peterborough, they will continue to be provided with a safeguarding induction via ETF Safeguarding and Prevent Training.

Upon arrival, they will be given a copy of the receiving setting’s Safeguarding and Child Protection Policy, guidance on local processes and confirmation of DSL arrangements.

# Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children’s/adult at risks workforce or gain access to children/vulnerable adults. When recruiting new staff, City College Peterborough will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

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.

If staff are deployed from another education or workforce setting to our college, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

* the individual has been subject to an enhanced DBS and children’s barred list check
* there are no known concerns about the individual’s suitability to work with children/adults at risk
* there is no ongoing disciplinary investigation relating to that individual

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial college closures. If for any reason the college has concerns about an individual, new checks will be obtained in the usual way.

Where City College Peterborough are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

City College Peterborough 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. Full details can be found at paragraph 163 of KCSIE.

City College Peterborough 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any college is aware, on any given day, which staff/volunteers will be in the college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, City College Peterborough will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

# Online safety

City College Peterborough will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where learners are using computers in college, appropriate supervision will be in place.

# Online safety away from college

It is important that all staff who interact with children and adults at risk, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to social care and as required, the police.

College closures bring lots of challenges for both college staff and parents/carers, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children/adults at risk.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents/carers (and teachers) need to be aware of the potential risks that go along with this.

City College Peterborough will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring young people and learners who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the college we signpost learners to age appropriate practical support from the likes of:

* [Childline](https://www.childline.org.uk/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_S_B_BND_Grant_Childline_Information&utm_term=role_of_childline&gclsrc=aw.ds&&gclid=EAIaIQobChMIlfLRh-ez6AIVRrDtCh1N9QR2EAAYASAAEgLc-vD_BwE&gclsrc=aw.ds) - for support
* [UK Safer Internet Centre](https://reportharmfulcontent.com/) - to report and remove harmful online content
* [CEOP](https://www.ceop.police.uk/safety-centre/) - for advice on making a report about online abuse

City College Peterborough will utilise social media and its websites to remind learners/supported people/parents and carers about staying safe online. Further support for keeping people safe online includes:

* [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE)
* [London Grid for Learning](http://www.lgfl.net/online-safety/)
* [Net-aware](https://www.net-aware.org.uk/)
* [Parent info](https://parentinfo.org/)
* [Thinkuknow](http://www.thinkuknow.co.uk/)
* [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers)

# Peer on Peer Abuse

City College Peterborough recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

Where the college receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding and Child Protection Policy.

The college will listen and work with the learner/supported person, parents/carers and any multi-agency partner required to ensure the safety and security of that person.

Concerns and actions must be recorded and appropriate referrals made via MyConcern.

# Radicalisation

College staff have received training about Prevent. The college has a Prevent Lead: Julie Bennett. All college staff are aware of the need to treat concerns about radicalisation as safeguarding concerns, and immediately share them with their Designated Safeguarding Lead (or deputies). DSL/Deputy/DPs continue to refer concerns about radicalisation to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

The Department for Education has also published information here on [prevent management support for schools and colleges](https://educateagainsthate.com/blog/posts/school-closures-ongoing-prevent-management-support/).

# New learners/supported people

We may be asked to provide a temporary place for a young person/supported person who normally attends another school/college/Day Service.

Where young people/supported person join our college from other settings we will require confirmation from the DSL/Deputy DSL/DP whether they have a Safeguarding File or SEN statement/EHCP or ASC Care and Support Plan. This file must be provided securely before the learner/supported person begins at our college and a call made from our DSL/deputy/DP to the placing school/college/day service’s DSL to discuss how best to keep the learner/supported person safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about learners/supported people placed in our college will be recorded on our safeguarding system, will be securely copied to the placing school/college/day service DSL and will be securely returned to the placing school/college/day service on completion of the learner’s/supported persons placement with us so there is a continuous safeguarding record for the individual.

The DSL/Deputy/DP will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

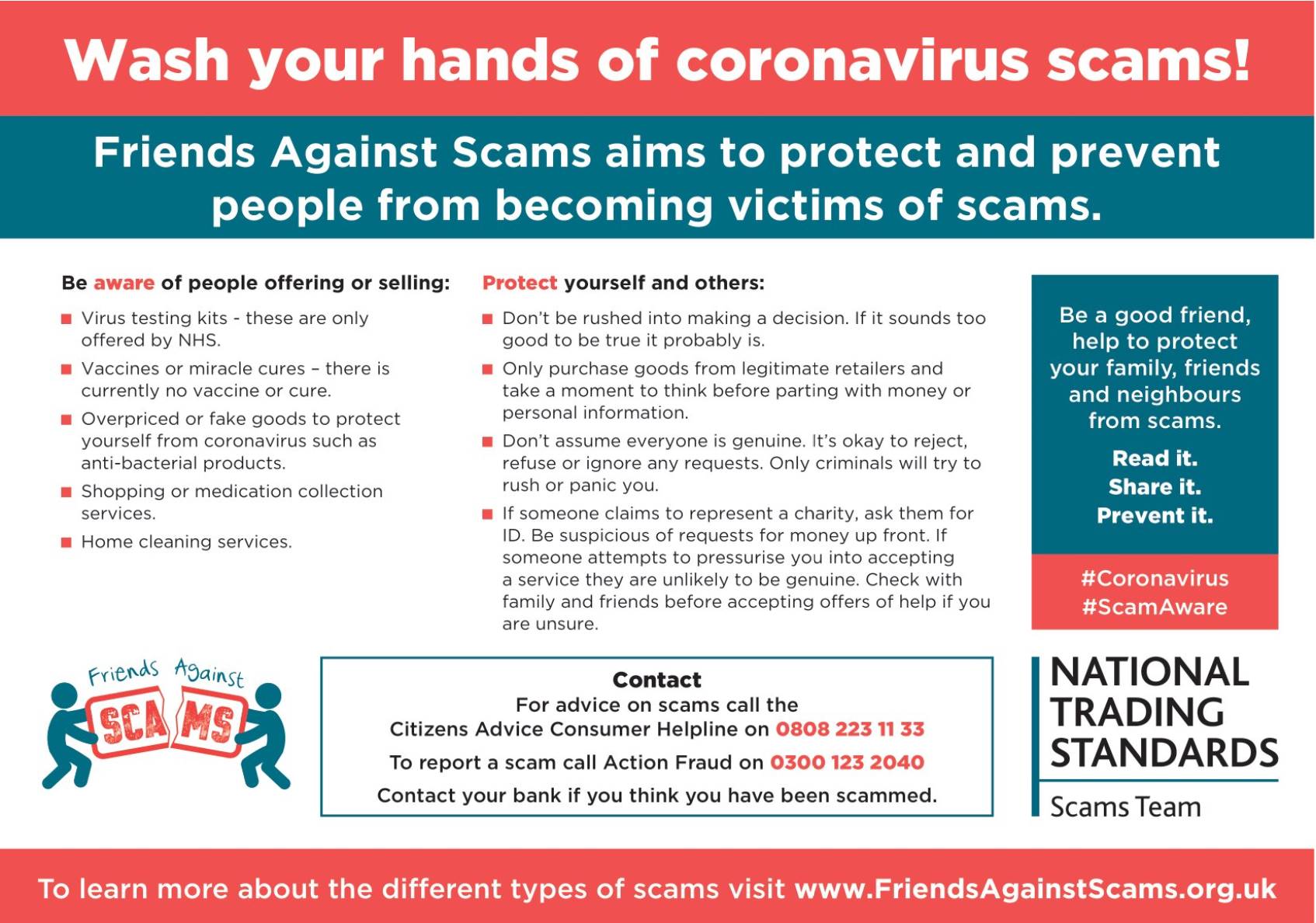
# Confidentiality/Data Protection

Staff and volunteers must adhere to confidentiality protocols and information must be shared appropriately. If in any doubts about confidentiality, staff should seek advice from the GDPR Officer, Graham Jones, or in his absence a senior manager.

The [Information Commissioner’s Office](https://eu-west-1.protection.sophos.com?d=ico.org.uk&u=aHR0cHM6Ly9pY28ub3JnLnVrL2Zvci1vcmdhbmlzYXRpb25zL2RhdGEtcHJvdGVjdGlvbi1hbmQtY29yb25hdmlydXMv&e=amJlbm5ldHRAY2l0eWNvbGxlZ2VwZXRlcmJvcm91Z2guYWMudWs=&h=4a1346e34c0f496b8117cc1779a7f4ad&t=Q3huYS9iRlJ1Z09qSm5WWXdTb1cwV0NMcnBvbjlBY3FQS09PNUVIcDJSTT0=) (ICO) recognises that organisations may struggle to maintain data protection standards at this time. They have said they will not penalise organisations where they have had to divert efforts away from activities such as responding to subject access requests.

# Scams

City College Peterborough is a Friends Against Scams ambassador and will share information via social media and its websites.



# Useful Information

* Guidance for the public on mental health and wellbeing aspects of COVID-19: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#additional-advice-for-groups-with-specific-mental-health-needs>
* Cambridgeshire and Peterborough Safeguarding Children and Adults Safeguarding Boards: <http://www.safeguardingcambspeterborough.org.uk/>

This policy has been remotely approved by Governors on 8th June 2020 and is available on the college website at <https://www.citycollegepeterborough.ac.uk/>, <https://www.ccpdayopportunities.co.uk/> and <https://www.healthandcareacademy.co.uk/about-us>