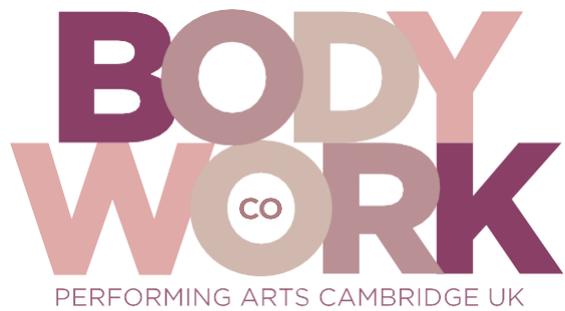


January 2021



COVID-19 studio closure arrangements for Safeguarding and Child Protection at Bodywork Company Dance Studios

This addendum to the College’s Child Protection Procedures contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Emma Kerr	07905905141	Emma.kerr@bodyworkds.co.uk
Deputy Designated Safeguarding Lead	Steph Franklin	07778006407	Steph.franklin@bodyworkds.co.uk
Principal	Theresa Kerr		Theresa.kerr@bodyworkds.co.uk
Chair of Governors	Mike Udin		Mikeudin@hotmail.com
Safeguarding Governor	TBC		

Attendance monitoring

Attendance must continue to be monitored diligently throughout the period of online training. Thai Kerr – Charles is Attendance Lead and any attendance concerns should be brought to her attention, this includes classes where a student may be off camera.

If a student is unable to attend classes the normal procedure should be followed – notify by email or texting the college mobile number.

NUMBER OF STUDENTS CURRENTLY ON ROLE – 93

Male Female

NUMBER OF STUDENTS WITH SEN – 9

EAL STUDENTS - 9

INTENSIVE/BTEC - 16

SECOND YEAR – 2A 15. 2B 15. 2C 16

THIRD YEAR 3A 16. 3B 16

Designated Safeguarding Lead

The Designated Safeguarding Lead is Emma Kerr.

The Deputy Designated Safeguarding Lead is Steph Franklin.

All staff should have contact details for both. Both or either will be available at all times, either by phone or email.

Reporting a concern

Where staff have a concern about a child, they should contact the DSL/Deputy DSL by phone.

If they are unable to contact the DSL (or the deputy DSL), they should contact the Principal. If they are unable to contact the Principal, they should contact the interim Chair of Governors.

Accurate details will be logged by DSLs and usual processes will be put in place according to the College Safeguarding Policy.

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, in the case of absence the interim Chair of Governors should be contacted.

Concerns about the Principal should be directed to the Governing Body.

The College will continue to offer support in the process of managing allegations.

Safer recruitment and induction

All existing College staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child/young person.

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

Guest or cover teachers will only teach if:

- 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.
- there is no ongoing disciplinary investigation relating to that individual

Before teaching, guest/cover teachers will be sent a copy of the College's child protection procedures (including this addendum), KCSIE 2020, Guidance for Safer Working Practice 2019, confirmation of local processes and confirmation of DSL arrangements.

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, the College 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 (2020) (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.

The College 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 paragraphs 179-181 of KCSIE.

The College will make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct: referring a case' [guidance](#).

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 172 in KCSIE.

Children and online safety away from school

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

Online teaching should follow the same principles as set out in the College's code of conduct and acceptable use of ICT policy.

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

When delivering remote learning:

- The Safeguarding team must be made aware of 1:2:1 lessons/tutorials/coaching. Any session where the ratio is one staff member to three students or fewer should be recorded so that if any issues arise the video can be reviewed. The recording should be stored on the College's network in an area that can only be accessed by those staff who need to. It will be retained for a year, after which time it should be deleted.
- Staff should not behave any differently towards students compared with when they are in College. They must never attempt to arrange any meeting, including tutoring sessions, without the full prior knowledge and approval of the College, and should never do so directly with a student.
- Staff should only use platforms specified by the College's SLT (senior leadership team). Staff should not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the college without SLT approval.
- Secret recordings or screenshots of staff or students must not be taken during live lessons.
- Staff should conduct any video lessons in a professional manner, as if they were in college. This includes being suitably dressed, using professional and appropriate language and not being in a bedroom or bathroom. Where the use of a bedroom is unavoidable, it should be impossible to tell that it is a bedroom, even if the camera slips. The camera view should not include any personal information or inappropriate objects and where possible the background should be blurred/changed.
- If anything inappropriate happens - or anything which could be construed in this way – staff must immediately inform their line manager and keep a written record. This is to protect staff as well as students.

- Staff should look out for signs that a child may have been harmed or be at risk of harm, as they would if they were in school. Any concerns or disclosures must immediately be passed on to the Designated Safeguarding Lead or, in their absence, a deputy designated safeguarding lead, in line with the College's child protection procedures.

The College will ensure children who are being asked to work online know how they can raise any concerns whilst online. As well as reporting routes back to the College, age appropriate practical support is available from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Supporting children not in school

The College is committed to ensuring the safety and wellbeing of all its children and young people.

Students may request the need for pastoral support. Emma Kerr, Head of Wellbeing will arrange for 1:2:1 meetings, keeping records of nature and outcome of meetings. EK will communicate with staff on a need to know basis and communicate with governing body any areas of concern. These will be included in termly wellbeing reports to the Governing body.

Students may request the need for extra academic support. Steph Franklin, Head of Teaching and Learning and Quality Assurance will arrange for 1:2:1 meetings and communicate learning needs to staff.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of the plan should be recorded, as should a record of contacts made.

The communication plans may include remote contact, phone contact and door-step

visits. Other individualised contact methods should be considered and recorded.

If staff have to use their own phone, they should withhold their number (e.g. dialing 141 before the number they are calling). The outgoing numbers must be deleted from the phone's call log, once they are no longer needed.

The College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider and make any referrals as appropriate.

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

Bodywork Company recognises that current circumstances can affect the mental health of pupils/students and their parents/carers. Teachers at the college will be aware of this in setting expectations of pupils/students' work where they are at home.

Peer on Peer/child on child abuse

The College recognises that during the closure a revised process may be required for managing any reports of peer on peer/child on child abuse and supporting victims.

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

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

Concerns and actions must be recorded and appropriate referrals made in a timely manner.