

Child protection and safeguarding: COVID-19 addendum



Approved by:	Arlene Bulfin	Date: 23/03/2020
Reviewed	23/04/2020	
	Added BUPA EAP for MH Support for learners	
Reviewed	26/05/2020	
	Added new HR appointment	
Reviewed	22/06/2020	
	Added new CEO appointment	

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Arlene Bulfin	Arlene.bulfin@ukfast.co.uk
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Designated member of senior leadership team (Head of HR)	Lynda Greensheilds	Lynda.greensheilds@ukfast.co.uk
CEO	Ian Brown	ian.brown@ukfast.co.uk
MCC Designated Officer (formerly known as the Local authority designated officer (LADO))	Majella O'Hagan	Majella.o'hagan@manchester.gov.uk 0161 203 3232

1.1 Core safeguarding principles

Although day-to-day working arrangements may be different during Coronavirus, the key principles of UKFast's safeguarding and child protection policy remain the same.

- Children's welfare should come first.
- If anyone has a concern about a child they should act immediately following our safeguarding and child protection procedures.
- A nominated child protection lead is always be available to deal with concerns and there should be people who are trained to deputise in their absence.
- Safe recruitment practices continue to be followed.
- Children should continue to be protected when they are online

At UKFast we will review and update our policies and procedures regularly throughout the coronavirus pandemic to reflect circumstances as they evolve. We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

1.2 New ways of working during this period:

UKFast is an employer/provider. All UKFast staff will be 'Working from Home' (WFH) until further notice – week commencing 16th March 2020. This includes all apprentices, all teaching staff including DSL and deputies. All staff will be given appropriate equipment to allow them to WFH.

In as much as possible UKFast Provider will continue with 'business as usual'.

This includes:

- Apprentice training day remains on Thursday – this will be delivered virtually using the platform 'Microsoft Teams'.
- All training will be recorded and store on the 'Microsoft Stream' platform.
- Progress Reviews will continue remotely as usual.
- Synoptic project and EPA continue as normal and as per City and Guilds remote guidelines.

1.3 Changes to code of conduct for staff in response to new ways of working.

Where staff are interacting with apprentices online, they will continue to follow our existing IT acceptable use policy. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and apprentices must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff facilitating online learning should promote e-safety strategies regularly and any concerns should be reported immediately to a DSL and recorded

UKFast staff to continue to remotely:

- recognise and raise concerns about children's welfare
- make sure children have someone to talk to if they are worried about anything

1.4 Mental Health considerations

UKFast are aware that this difficult time potentially puts all children at greater risk. UKFast recognise that some young people's mental health may suffer during the pandemic and as a result have enabled all UKFast staff regardless of length of service to be able to access 'BUPA's Employee Assistance' service. This is a 24 hour, free, confidential helpline phone service.

Staff will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.