

City Gateway

COVID-19 closure arrangements for
Safeguarding and Child Protection

1. Context

From 20th March 2020 we took the decision to shut both of sites and move our contact and part of our learning online. This addendum relates to the City Gateway Safeguarding and Child Protection policy.

From 6th January 2021, both of City Gateway's sites closed again to learners and visitors which meant that all learner interaction again moved online. Please see the below addendum which outlines updated guidance for keeping both staff and learners safe online.

Key contacts

Role Name	Contact Number	Email
Designated Safeguarding Lead (DSL) for Youth Programmes - Emily Benjamin	07432 732 459	Emily.benjamin@citygateway.org.uk
Designated Safeguarding Lead for Women's Programmes - Hannah Thomson	07845 827396	hannah.thomson@citygateway.org.uk
Principle Safeguarding Officer (PSO) - Hannah Pilkington	Work: 07580 585 614 Personal: 07841 158811	hannah.pilkington@citygateway.org.uk
Deputy Principal Safeguarding Officer - Polly Hughes	07970 793592	polly.hughes@citygateway.org.uk
CEO - Diane Betts	07903 046455	diane.betts@citygateway.org.uk
Designated Safeguarding Trustee - Kate Vinitier	07944 027955	katevinitier@gmail.com

Attendance monitoring

We need to track attendance as usual via the PICs database system. Attendance at planned group timetabled sessions is mandatory for all learners (unless alternative arrangements are made with the tutor or assessor directly with the learner). All learners have been sent their timetable of learning outlining attendance requirements and will receive a daily message encouraging them to attend their timetabled sessions. Non-attendance will be noted on registers and followed by coaches.

Designated Safeguarding Lead

City Gateway has two Designated Safeguarding Leads (DSLs).

1. Designated Safeguarding Lead for Youth Programmes is Emily Benjamin
2. Designated Safeguarding Lead for Women's Programmes is Hannah Thomson

The optimal scenario is to have a trained DSL available at all times. Where this is not the case the PSO or Deputy-PSO should be available to be contacted via phone or online video.

Where a trained DSL or PSO are not available, the CEO will assume responsibility for coordinating safeguarding with guidance from designated Trustee for safeguarding.

This might include updating and managing access to child protection online management systems on City Gateway's x/drive and liaising with the designated Trustee and, as required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments.

It is important that all City Gateway staff and volunteers have access to a trained DSL (or PSO). Staff will be made aware of who that person is if not the known DSLs.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about any learner, they should continue to follow the process outlined in City Gateway's Safeguarding and Child Protection Policy, this includes making a report via the safeguarding form, which can be done remotely.

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

Where staff are concerned about a staff member working with a learner at City Gateway, they should report the concern to the PSO and CEO. Where possible, this should be done verbally and then followed up with an email.

Concerns around the CEO should be directed to the designated Trustee; Kate Vinitier.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

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

All existing City Gateway staff have had safeguarding training and received a copy of the Safeguarding, Prevent and Critical Incident policies. The DSL should

communicate with staff any new local arrangements, so they know what to do if they are worried about a learner.

Where new staff are recruited, or new volunteers join City Gateway, they will continue to be provided with a safeguarding induction and should read the provided corresponding policies.

Within safer recruitment of volunteers and staff, it remains essential that people who are unsuitable are not allowed to enter the City Gateway's workforce or gain any access to learners. When recruiting new staff, City Gateway will continue to follow the relevant safer recruitment processes for the setting.

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.

Where City Gateway is utilising volunteers, we will continue to follow the checking and risk assessment process. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed access to individual learners.

City Gateway 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.

During the COVID-19 period all staff referrals should be made by emailing Tower Hamlets Local Authority Designated Officer; LADO@towerhamlets.gov.uk

Online safety

City Gateway will continue to provide a safe environment, including online.

It is important that all staff who interact with young people, including online, continue to look out for signs that a young person 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 children's social care and, as required, the police.

Online coaching and teaching should follow the guidelines listed below in addition to the principles as set out in the organisations code of conduct.

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

- Where a video session is being conducted, it should be recorded and saved by the staff member here; <https://drive.google.com/drive/folders/1qEaJcICjn6f6HuUcbA3ISol7Z7VJy skv?usp=sharing>
- Staff and learners must wear suitable clothing, as should anyone else in the household

- Any computers used should be work equipment only and used in appropriate areas and the background should be blurred where possible. Or in neutral space e.g. against a wall so the rest of the room is not visible
- Live classes should be kept to a reasonable length of time in line with the adjusted timetables.
- If other people share your home, make them aware that you are delivering a lesson and consider how their actions may accidentally impact the lesson. It is strongly advised that they do not appear on camera.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use work equipment to communicate with learners
- Staff should record the length, time, date and attendance of any sessions held and record it on our database, PICs

Supporting young people not attending City Gateway

City Gateway is committed to ensuring the safety and wellbeing of all its learners.

Where the DSL has identified a learner to be on the edge of social care support (as a child or adult), or who would normally receive pastoral-type support onsite, they should ensure that a robust communication plan is in place for that learner, via the DSL and/or the designated Coach.

City Gateway and its DSL will work closely with all stakeholders to maximise the effectiveness of any needed agency plans.

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

City Gateway will share safeguarding messages on its website and social media pages.