

Addendum

Updates to Young Epilepsy's Child and Adult Protection and Safeguarding procedures during Covid-19

Context

This procedure is based on government guidance and sets out Young Epilepsy's responsibilities during the current pandemic.¹ This guidance will be reviewed and updated in line with the changing situation. The criteria for vulnerable children and young people applies to all students at Young Epilepsy.

This sub-section of Young Epilepsy's Child and Adult Protection and Safeguarding Procedure contains details of our individual safeguarding arrangements in the following areas:

- Keeping Children Safe in Education (KSCIE 2020)
- Attendance Monitoring
- Reporting a Concern
- Safeguarding investigations
- Safeguarding induction/refresher training & DSL Training
- Safer Recruitment/Volunteers
- Online safety
- Online safety away from Young Epilepsy
- Supporting Children and Young People in Young Epilepsy
- Supporting Children and Young People away from Young Epilepsy
- Contact Details
- Mental Health and Wellbeing

The following associated procedures at Young Epilepsy should be referred to as appropriate for more in-depth guidance:

- Child and Adult Protection and Safeguarding procedures
- Online Safety

¹ Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

- Recruitment procedures
- Managing Allegations

Keeping Children Safe in Education (KSCIE 2020)

This is statutory safeguarding guidance that Young Epilepsy will continue to have regard to as per our legislative duty and/or funding agreement requirements.

Young Epilepsy has had to adapt to the pressures on staffing caused by the impact of coronavirus, however a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children and young people will always continue to come first
- If anyone at Young Epilepsy has a safeguarding concern about any child or young person they should continue to act in an appropriate manner and report accordingly
- Designated Safeguarding Leads (DSLs) are still available 24/7 to discuss any queries or concerns relating to child and adult protection and safeguarding.
- It remains essential that unsuitable people are not allowed to enter the workforce at Young Epilepsy and/or gain access to children and young people
- Children and Young People should continue to be protected when they are online

Attendance Monitoring

In line with government guidance² attendance will be mandatory again from the 1st September 2020. The advice on shielding has changed as of August 2020, and as more is known about coronavirus it is expected that the majority of students will be able to return.

This means from that point, the usual rules on attendance will apply and we will resume the use of the absence and attendance codes.

Parents are asked to support Young Epilepsy by:

- not sending their child or young person to school/college if they have a persistent cough, temperature, or have lost their sense of smell or taste, or any other symptoms according to the Government coronavirus guidance and ensure that they have a test
- informing the school/college if the outcome of a COVID-19 test result for their child/young person is positive or anyone in the household has tested positive
- fully engaging with the NHS Test and Trace process
- not sending their child/young person to school/college if someone in their household is self-isolating due to testing positive for COVID-19, adhering to Government stay at home guidance
- practising good hand and respiratory hygiene at home

² <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

- not allowing children or young people to have social contact beyond that which is advised by the Government

In the event of a local lockdown Young Epilepsy will review all current strategies in line with government guidance and advise parents and local authorities accordingly.

Reporting a Concern

Where staff have a concern about a child or young person, they should continue to follow the process outlined in Young Epilepsy's Child and Adult Protection and Safeguarding Procedure.

When a safeguarding concern arises, after ensuring that the student is safe from any immediate harm (and intervening where necessary and possible to stop further harm), you must speak to a DSL immediately to report the concerns. There is always a DSL available to speak to in each service.

Contact details remain the same and are on the safeguarding posters relevant to your service area.

In Residential Services:

If staff have a safeguarding concern relating to one of the residential services, they must report this immediately to the relevant House Manager or Care Coordinator. The concern can also be reported to the relevant Operations Lead, the Head of Residential Services, the Director of Integrated Care or the Head of Safeguarding & Quality Practice.

Out of hours, concerns must be reported to the Duty Manager or Night Duty Manager who can be contacted on 07711 170404

In Education Services:

If staff have a safeguarding concern relating to school or further education, they must report this to one of the DSLs from either service. This includes the Extended Leadership Team, Assistant Principals and Principal. Key numbers are available on the posters.

Out of hours, concerns must be reported to the Duty Manager or Night Duty Manager.

In the Assessment Unit:

If staff have a safeguarding concern relating to the Assessment Unit, they must inform the Assessment Unit Manager. Concerns can also be raised to the Head of Health, Director of Integrated Care or the Head of Safeguarding & Quality Practice.

Out of hours, concerns must be reported to the Duty Manager or Night Duty Manager.

In the Medical/Nursing Teams:

If staff in the medical or nursing teams have a safeguarding concern relating to the medical or nursing care of a student, then this should be reported to the Head of Health. If the concerns relate to the student's care in education or residential services, they should follow the reporting outlined above.

Concerns can also be raised to the Director of Integrated Care or the Head of Safeguarding & Quality Practice.

Out of hours, concerns must be reported to the Duty Manager or Night Duty Manager.

Other staff

Staff who do not work in the disciplines outlined above are encouraged to report their safeguarding concerns to the 'relevant' DSL for the concern they have. All staff can report their concerns directly to the Head of Safeguarding & Quality Practice.

Students:

Students should be encouraged to report their concerns to any of the DSLs that they come in to contact with in residential or education services. Posters must be accessible in all services to make students aware of who they can report their concerns to.

External parties:

External colleagues or parents should be directed to report their concerns to the relevant DSL in education, residential or assessment unit service/s. They can also report their concerns to:

- Head of Safeguarding & Quality Practice
- Director of Integrated Care

If any staff member is unsure about who best to speak to, they can contact the following – all of whom are DSL trained:

- Head of Safeguarding & Quality Practice. (Gill Walters)– 07825 1888 20
- Director of Integrated Care (Rosemarie Pardington) – 07825 188 947

Young Epilepsy will ensure that there is a DSL on site at all times and that the Lead or Deputy DSLs are available during working hours on the phone for advice.

The Lead or Deputy DSLs will continue to engage with our safeguarding partners and will attend all strategy discussions and/or child protection conferences, which are now being held remotely.

Safeguarding Investigations

The process for referring safeguarding concerns externally, which meet threshold for this, remains the same. When a concern requires an internal investigation, consideration will be made by the Lead DSL, HR and the relevant senior managers on each individual case, as to whether a virtual investigation can proceed, or whether the investigation is postponed until such time that a full face-to-face investigation can be completed. Where the decision is made to temporarily postpone the investigation, the postponement will be kept to a minimum and will be regularly reviewed. If appropriate, employees who are to be interviewed as part of the

investigation process will be given the opportunity to provide written statements in advance of a face-to-face interview.

Where suspension of a staff member is required, this can take place over the phone if necessary. A risk assessment for suspension must be undertaken and authorisation given by a member of the Executive.

For ongoing investigations prior to this addendum being implemented, the HR team, Lead DSL and Senior Managers will decide whether the investigations can continue based on each individual case. Some investigations may need to be re-scheduled due to the restrictions in place to protect staff safety. Where this is the case, a member of the HR team will inform the staff member of this.

Where staff are suspended and their investigations are rescheduled, ongoing support will be offered to the staff member through their assigned Support Manager and through signposting to other services such as Health Assured.

Safeguarding Core & Refresher training & DSL Training

Virtual DSL Training is being offered by Surrey County Council Education Safeguarding Team and DSLs must now continue to refresh their training bi-annually.

Young Epilepsy core (originally known as Induction) safeguarding training and refresher training have now resumed in person, with appropriate safety measures in place. Chairs are placed 1 metre apart, staff will wear masks and hand sanitiser is available at all entrance/exit points.

Safer/Recruitment/Volunteers

It remains essential that people who are unsuitable to work with children and young people are not allowed to enter the workforce at Young Epilepsy. When recruiting new staff, we will continue to follow the relevant safer recruitment processes as outlined in our Recruitment procedures and in line with part three of KCSIE.

The Disclosure and Barring Service (DBS) safeguarding checks will now be carried out in person, as would usually be the case.

If staff are deployed from another education or children's workforce setting to our school, 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 (and / or adult barred list check where relevant)
- there are no known concerns about the individual's suitability to work with children (or adults at risk, where relevant)
- there is no ongoing disciplinary investigation relating to that individual

If Young Epilepsy utilises volunteers, we will follow the checking and risk assessment process as set out in KCSIE (paragraphs 167 to 172). **Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.**

Young Epilepsy will continue to comply with 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 environment, it is essential from a safeguarding perspective that we are aware, on any given day, which staff and volunteers are working and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Young Epilepsy will continue to keep the single central record (SCR) up to date

Online Safety at Young Epilepsy

Young Epilepsy will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system (see Young Epilepsy's Online Safety Procedure).

Where children and young people are using computers appropriate supervision, support and education will be in place in line with individual risk assessments.

Online Safety when communicating with children and young people who are not able to attend Young Epilepsy

It is important that all staff who interact with children and young people, including through online channels, continue to look out for signs that they may be at risk. Any such concerns should be dealt with as per our policy and where appropriate referrals should still be made to children's or adults social care and as required the police.

Young Epilepsy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Any new applications or tools being used by staff (such as video chat or social networking) must be discussed with the IT team and the Lead/Deputy DSL prior to implementation to ensure that the risks of these are assessed and managed.

Young Epilepsy education team are mindful of the current circumstances and how they may affect children, young people and their families, and take this into consideration when they are setting expectations of work at home.

If webcams/Skype etc. are to be used to deliver learning and/or keep in contact with family members during this time the following needs to be considered:

- Staff and students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed with senior leaders and the IT manager to communicate with children and young people

Staff must follow the Safe Working Practice Agreement when communicating with students using the internet, social media or a mobile device. If staff are unsure about doing so, they must speak to their DSL. All staff will be emailed an up to date version of the Safe Working Agreement to remind them of the contents of this.

All parents/carers have been sent, via email, some guidance on how to keep their child/young person safe at home. This will be updated as appropriate and circulated to all parents/carers.

Supporting Students at Young Epilepsy

Young Epilepsy is committed to ensuring the safety and wellbeing of all its students. We will refer to the Government guidance for education and childcare settings and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of coronavirus. **All staff are required to wear a fluid repellent mask during direct contact with students if social distancing cannot be observed.** Young Epilepsy is also providing Personal Protective Equipment (PPE - gloves, aprons and mask) for staff to wear when providing personal and intimate care tasks to students, the administration of buccal or rectal medication and per individual student risk assessment as required for issues such as spitting and smearing. . If for any reason it is felt that PPE is negatively affecting relationships with students aside from giving personal care, we have advised staff to speak with their line manager.

The Executive Team and Senior Leadership teams will monitor, on a day-by-day basis, the staff to student ratios to ensure the safety of both staff and students. If appropriate staffing numbers are not available, we will liaise with the local authority and parents to consider what is in the best interests of the students.

GP Appointments

A remote consultation is an appointment that takes place between a patient and a clinician over the telephone or using video, as opposed to face-to-face. Due to COVID the majority of GP appointments for our students are currently remote, either over the phone or through video calling.

If there are wounds, marks or scars that need to be physically seen a photograph can be taken by the nursing team on their allocated camera for the GP to review; once reviewed it is the responsibility of the nurse to delete the image. The GP will organise a face to face appointment if it is felt necessary after the remote appointment.

If the student is under 16 parental consent must be obtained. If the student is over 16 then, depending on the student's capacity, either student consent or a supporting best interests decision must be obtained. If the student lacks capacity and has either an appointed Deputy or Attorney, their consent must be obtained. The consent/best interests decision must be documented on EMIS.

Under no circumstances should the students' privacy and dignity be compromised. The photo will only be of the wound, mark or scar and will not show any other distinguishing marks or features. If there is a concern around an issue relating to genitalia or breasts a face to face appointment should be made – on no account should pictures be taken of these areas.

Supporting Students who are at home

Whilst we expect the majority of students to return in September, if a student remains at home if they are required to self-isolate, as they or a family member are symptomatic or are quarantining, we will continue to monitor their wellbeing and any support the family may need.

A central log is available on the Safeguarding DSL Site, which will track students who are unable to return to Young Epilepsy

This log is RAG rated to indicate any potential concerns or vulnerabilities individual to each student, whether that be as a result of health concerns, safeguarding concerns or challenging behaviours.

The RAG rating refers to the following:

- **RED**- high risk, Child protection plans in place, significant concerns of harm
- **AMBER**- medium risk, some safeguarding concerns relating to home life, Child Looked After/Care Leavers/Child in Need with some concern about safety at home
- **BLUE**– Child Looked After/Care Leavers with no concerns about safety at home

This log must be reviewed regularly by House Managers/Residential Leadership team and Teachers & Tutors/Education Leadership team. Where concerns arise, the Designated or Deputy Safeguarding Leads will consider any referrals as appropriate, taking into account the local criteria for action.

Contact Details

Young Epilepsy will check on a monthly basis that the contact details they have for all students' parents and carers are up to date to ensure clear communication channels are available at all times. It is the responsibility of the teaching and care staff to ensure that these are inputted on to Databridge and any changes are relayed to Chetan Desai promptly.

Recovery Curriculum

Students continue to work towards their EHCP targets and accreditations, student timetables have been reviewed for the year ahead and individual timetables will continue to have personalised learning to ensure that any gaps in knowledge missed this year will be responded to accordingly.

Mental Health and Wellbeing – support for students and families

We are aware that returning to school/college may cause anxiety for some children & Some students will have experienced a variety of different challenges during this time - some may have been bereaved, faced challenging circumstances at home, been victim to online abuse, or been affected by family members losing their jobs. In contrast some students will have found that being away from school relieved certain anxieties. Such challenges may become particularly evident upon return to school.

young people and it may take them some time to adjust. We will be monitoring any changes in a young person's behaviour or emotional state as this may be an indicator of welfare, safeguarding and/or mental health concerns.

There is easy read guidance available from Public Health England and Mencap, which may be useful.

The Independent Advocacy Service will continue to be offered to students.

Young Epilepsy will also share this information with parents and carers for their perusal. Updates and additional information will be sent to parents and carers as appropriate.

Safeguarding briefings will continue to be sent to staff and key information will be circulated as appropriate outside the briefings.

This additional policy is on the intranet and on the website and staff are required to sign to say they have read and understood the content. If staff are working from home they will be asked to email their line manager confirming the above.



Signed:
Rosemarie Pardington

Date:
21 October 2020
Next review: 18 December 2020