

Addendum to Child Protection and Safeguarding Policies and Procedures

The following actions form part of Hybrid Technical Services on-going contingency plan relating to our operational procedures during the Sars 2 Covid-19 outbreak.

Child Protection

Our current child protection and safeguarding policies cover all existing government legislation to protect children and vulnerable adults who attend our centre. However, Hybrid has implemented the following actions to ensure the most suitable level of protection for all our apprentices in response to new ways of working.

Apprentices we have identified as being able to study remotely will be encouraged to do so. All staff have completed new CPD training regarding online safety and mental health & wellbeing to support our apprentices.

Apprentices who attend the centre are advised to follow our strict covid procedures to minimise the risk of transmitting the virus. Staff have been fully-briefed on safe ways to work. We carry out ongoing risk assessments to ensure compliance with health and safety. (see contingency and rolling action plan).

Hybrids designated safeguard lead and deputy Lead have excellent relations with our local multi-agency child protection teams and receive most of their safeguarding/child protection training from the workforce development team. The DSL and work-based coordinator have been provided with a mobile phone to keep in touch with apprentices, parents and employers throughout the pandemic.

Safer Recruitment

Policies and procedures reinforce our ongoing commitment to ensuring that only suitable people are recruited to work with Hybrid apprentices. Although we have no plans to recruit at this time, we have audited the following as part of our new risk assessment.

Interviews- completed remotely

Induction and training- do not go ahead until face-to-face induction can be implemented.

Online Safety

We have updated how we communicate with our apprentices through online, or via video calls or live streaming. Our staff code of conduct policy has been updated to outline how this is done safely.

Domestic Abuse

During this intense period of social distancing, where families are spending more time together, our safeguarding policies and procedures now reflect the heightened risk of domestic abuse. Including information on what action staff should take if they have concerns about an apprentice and/or their family experiencing domestic abuse.

Recognising when Families need Support

Hybrid have updated some ways of working, such as contacting apprentices and families on the phone or through external agencies, such as local authorities and MASH as they may bring new information to light about a home situation. Examples include; income loss, mental health problems, family conflict and difficulty getting food. Our staff understand what to do if they are concerned that an apprentice or their family are struggling to cope.

Responding to Non-attendance

Hybrid currently have a very effective attendance policy and robust procedures in place for dealing with absence. All apprentices must report an absence prior to 9.00 am on their day of attendance.

Unauthorised absence is dealt with through a phone call to the apprentice on the first morning of the absence. This is also followed up with an email to the employer to notify them. Any apprentices ages 16-18 will have an additional check via a phone call to parents or guardians.

All external agencies involved with an apprentice will receive a notification via email on the first day and any subsequent days of unauthorised absence.

A weekly/daily, team meeting, dependent on risk factors, will take place to ensure effective communication. This can be carried out via Microsoft Teams meetings if not possible face to face.

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