**COVID 19 – Appendix M**

Updated 31.03.2020

This annex has been created to outline the approach Swatpro is taking to safeguard our staff Apprentices, Adult Learners Loan learners, Trainees and those undertaking Adult Education during the COVID 19 lockdown. It will be revised in line with Government guidelines.

**Keeping Safe During COVID 19**

All staff and learners are reminded to apply the COVID 19 guidelines strictly.

COVID 19 advice: <https://www.dcfp.org.uk/covid-info-advice/>

**Status of learners**

As the majority of our learners are in ‘lockdown’ or a key worker our staff are conducting reviews with our learners more frequently than before, every 4 weeks as a minimum, to keep in contact and listen; to ensure that they are coping and to identify any Safeguarding concern and Prevent Radicalisation.

All staff have been re-issued with remote learning guidance and safe working policies.

**What we are doing:**

**Apprentices**

As long as our apprentices are employed, either in work or working from home, or are furloughed we will continue with their off the job training skills, knowledge and behaviour elements of their apprenticeship. We have adapted how we apply our learning for our apprentices so that we keep in touch frequently and deliver our training remotely. Our apprentices will be supported through recorded online meetings, virtual learning courses, designated video tutorials and online or phoned regular meetings, of a minimum of every 4 weeks. This is more frequent than the normal review schedule of every 6 weeks. If their contract has been terminated, then we cannot provide training and they are no longer an apprentice.

**Adult Learner Loans**

As above.

**Adult Education courses**

As above.

**Trainees**

Trainees are remote learning in most cases, or if in the vulnerable group are being seen on an individual basis in college, to maintain social distancing.

**Access to Designated Safeguarding Lead and Deputy Safeguarding Lead during the COVID 19 ‘Lockdown’.**

Our Designated Safeguarding Lead and Deputy Safeguarding Lead is available by phone and through online meetings. If our partners (sub-contractors) DSLs and Deputies are taken ill, then between our partnership we will provide DSL cover.

**Remote teaching**

We have taken steps to minimise risk to both our staff and learner:

**Where is the remote learning taking place?**

We have chosen to use Microsoft teams and Zoom to use as a virtual classroom. Learners are invited as guests into a video conference, which is recorded as evidence of their learning. We use the interactive whiteboard, along with sharing files, video teaching material and our virtual learning environment courses.

Learners are given guest access through a login and password. Our tutors ensure that teaching and on-line reviews take place in a neutral area where nothing personal or inappropriate can be seen or heard in the background. The employer mentors are also invited into joint reviews and monitoring meetings. Through One File, mentors can access the learners recorded evidence.

**Useful links:**

Due to ‘lockdown’ cases of Domestic Violence are on the increase. Below is a helpful link

Domestic Violence COVID 19 campaign released <https://www.dcfp.org.uk/da-campaign-launched/>

Being aware of subtle changes in behaviour when people are working on-line

Online gaming and Radicalisation: <https://www.dcfp.org.uk/safer-devon-online-radicalisation-video/>

[Childline](https://www.childline.org.uk/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_S_B_BND_Grant_Childline_Information&utm_term=role_of_childline&gclsrc=aw.ds&&gclid=EAIaIQobChMIlfLRh-ez6AIVRrDtCh1N9QR2EAAYASAAEgLc-vD_BwE&gclsrc=aw.ds) - for support

[UK Safer Internet Centre](https://reportharmfulcontent.com/) - to report and remove harmful online content

[CEOP](https://www.ceop.police.uk/safety-centre/) - for advice on making a report about online abuse

[Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE) - for support for parents and carers to keep their children safe online

[London Grid for Learning](http://www.lgfl.net/online-safety/) - for support for parents and carers to keep their children safe online

[Net-aware](https://www.net-aware.org.uk/) - for support for parents and careers from the NSPCC

[Parent info](https://parentinfo.org/) - for support for parents and carers to keep their children safe online

[Thinkuknow](http://www.thinkuknow.co.uk/) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) - advice for parents and carers