**Addendum to Barnsley College’s Safeguarding Policy & Procedures (Incorporating the College’s Child Protection Policy) in response to Covid-19**

*This addendum will be reviewed following any updates to national and local guidance and procedures and re-shared as required. It will cease to be current on 1.9.2020 or following guidance from Government, whichever is sooner.*

1. **Context**

* There have been significant changes within Barnsley College in response to the outbreak of coronavirus (COVID-19). The current position is that, following the Government announcement on 20th March, all Barnsley College sites are temporarily closed with learning and support moving online.
* The way Barnsley College is currently operating in response to coronavirus is fundamentally different, however, our safeguarding principles in accordance with ‘Keeping Children Safe in Education’ (KCSIE) 2019, remain the same:
  + **Safeguarding remains everyone’s responsibility.**
  + the safety, welfare and best interests of all our learners always comes first. Our safeguarding responsibilities continue to encompass children, young people and adults at risk and in need of safeguarding.
  + if anyone has a safeguarding concern about any learner they should continue to act and act immediately, in line with our established safeguarding procedure.
  + a DSL or deputy DSL is available as well as the central Safeguarding Team
  + unsuitable people are not allowed to enter our workforce and/or gain access to children and/or adults with care and support needs.
  + learnersshould continue to be protected when they are online.
* All staff and volunteers are advised to re-familiarise themselves with Part 1 and Appendix A of KCSIE as it is the key statutory guidance that schools and colleges must follow and contains relevant information about safeguarding risks college staff need to be aware of whether in or outside of College ([**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/836144/Keeping\_children\_safe\_in\_education\_part\_1\_2019.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf)**)**
* This addendum of Barnsley College’s Safeguarding Policy and Procedures (incorporating College’s Child Protection Policy) contains details of any amendments to our existing safeguarding arrangements.

1. **Key Barnsley College Contacts – College Safeguarding Structure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone Number |
| Designated Safeguarding Lead (DSL) | Liz Leek | l.leek@barnsley.ac.uk |  |
| Deputy Designated Safeguarding Lead | Jess Leech | [j.leech@barnsley.ac.uk](mailto:j.leech@barnsley.ac.uk) |  |
| Head of ALS and Safeguarding | Siobhan Evanson | s.evanson@barnsley.ac.uk |  |
| Central Safeguarding Team | Di Wall – Safeguarding Team Leader  Sean McMahon – Senior Safeguarding Officer  Steph Smith – Safeguarding Officer (CLA/Care Leavers)  Andrea Rogers – Safeguarding Admin | [d.wall@barnsley.ac.uk](mailto:d.wall@barnsley.ac.uk)  [s.mcmahon@barnsley.ac.uk](mailto:s.mcmahon@barnsley.ac.uk)  [s.smith@barnsley.ac.uk](mailto:s.smith@barnsley.ac.uk)  [a.rogers@barnsley.ac.uk](mailto:a.rogers@barnsley.ac.uk) | 01226 216185 or 07825 364354  01226 216753 or 07778 149036  01226 216168 or 07925 037163 |
| Head of Human Resources | Craig Leonard | [c.leonard@barnsley.ac.uk](mailto:c.leonard@barnsley.ac.uk) |  |
| Departmental Safeguarding Representatives (DSRs) | Details of all DSRs are included at the end of this addendum |  |  |
| Safeguarding Governor | Helen Jagger |  |  |

* All staff and volunteers will have access to the DSL (or deputy) and members of the central Safeguarding Team on a daily basis, and can contact them via phone, email or through Microsoft Teams. Additional safeguarding support for staff is provided through the Departmental Safeguarding Representative(s) based in every department across College who act as a source of advice, guidance and support for raising and managing safeguarding concerns.
* The central Safeguarding Team, in liaison with the DSL/Deputy DSL will continue to be the first point of contact operationally for raising a safeguarding concern, updating safeguarding files and, as required, liaise with social workers where they require access to learners in need and/or to carry out statutory assessment with the College.
* The DSL/Deputy DSL and central Safeguarding Team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

1. **Vulnerable Learners**

* Ensuring that vulnerable learners remain protected is a top priority for Barnsley College. College has undertaken a scoping exercise to identify vulnerable learners
  + Vulnerable learners 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.  Please see DfE guidance for further information on [vulnerable children](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people).
* For learners subject to a Child Protection Plan, Child in Need Plan, Early Help Assessment, Children Looked After (CLA) and Care Leavers contact will be made daily, weekly or twice weekly as agreed with the learner, parent/carer, social worker (where one is allocated) and facilitated by the respective Departmental Safeguarding Representatives. The Central Safeguarding Team will oversee and support all contact with these learners.
* For learners with an EHCP contact will be made daily, weekly or twice weekly as agreed with the learner, parent/carer and other relevant organisations and facilitated by their respective Support Worker. Support will be delivered through individualised arrangements and will be based on curriculum activity and need. The Additional Learning Support Team will oversee and support all contact with these learners. Those with an EHCP have been risk assessed in consultation with the Local Authority and parents/carers to ensure their needs can be safely met at home.
* For learners on the edge of social care involvement, prior social care involvement, or identified as potentially at risk with safeguarding concerns, a Safe and Welfare check will be made at least once per week, facilitated by the respective Departmental Safeguarding Representatives.
* More learners may be added to the vulnerable learners list in response to concerns raised with the central Safeguarding Team.
* For learners receiving free meals via the Learner Support Fund, the College is paying an equivalent amount directly into their bank account. If a learner is in crisis, College is working with local food banks in support of the learner and their families.
* For learners receiving counselling support through College, this will continue using telephone or Teams contact. The counselling service is also accepting new referrals if required.
* Barnsley Collegewill continue to work with professionals such as social workers, early help workers and virtual school heads (VSH) involved with our learners and share relevant information with them. This is especially important during the COVID-19 period.
  + This will include information about attendance and any welfare concerns.
  + If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.

1. **Reporting concerns**

* All staff will continue to look out for any signs that indicate a learner may be at risk and in need of safeguarding, including online.
  + If a member of staff/volunteer has any safeguarding concerns about a learner, they will continue to respond immediately, in line with our well established Safeguarding Policy and Procedures Incorporating College’s Child Protection Policy.
  + If the concern is urgent, the member of staff/volunteer will speak to a member of the Central Safeguarding Team via phone/video call immediately.
  + In the event a member of staff/volunteer cannot make contact with a member of the central Safeguarding Team, DSL/Deputy DSL or their Departmental Safeguarding Representative, this will not delay them taking immediate action to safeguard a learner, including contacting Social Care and/or Police if appropriate.
  + Concerns will continue to be recorded on the safeguarding cause for concern form and sent into the safeguarding inbox ([safeguarding@barnsley.ac.uk](mailto:safeguarding@barnsley.ac.uk)). Staff will continue to have a safeguarding responsibility for the learner even after a cause for concern has been submitted in line with our safeguarding policy and procedures.
* Learners are encouraged to report concerns via existing College systems, or to a trusted adult at home.
* Parents/carers are encouraged to report concerns via existing College systems.
* Where staff are concerned about an adult working with learners, they should report the concern to the Head of Human Resources.
  + If there are concerns about any member of staff or volunteer working with learners under 18 years old, the LADO service will be consulted with.
  + If there are concerns about any member of staff or volunteer working with a learner over 18 years old and classed as an adult with care and support needs, the concerns will be handled in line with Barnsley Safeguarding Adults Board ‘Protocol for Responding to Concerns about a Person in a Position of Trust’.

1. **Safeguarding training and induction**

* DSL training is 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 (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.
  + Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
* All existing staff have read KCSIE 2019 Part 1 and accessed safeguarding training.
  + Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
* All new staff and volunteers will have an induction and will be provided with a copy of the Safeguarding Policy and Procedures (Incorporating College’s Child Protection Policy) and Covid-19 Addendum.

1. **Safer recruitment**

* It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children and/or adults with care and support needs.
* During Covid-19, if Barnsley College recruits new staff, we will continue to follow the relevant safer recruitment practices.
* If volunteers are recruited, Barnsley College will continue to follow the guidance in accordance with KCSIE 2019 and volunteers who have not had the relevant checks will not be left unsupervised with a child in any circumstances including online.
* If staff from other settings volunteer or begin working at the College we will ensure they have a relevant DBS check following DfE guidance at this time.  Barnsley College will risk assess staff from other settings, as we would for a volunteer.
* If staff are deployed from another education or children’s workforce setting to our College, 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
  + there are no known concerns about the individual’s suitability to work with children
  + there is no ongoing disciplinary investigation relating to that individual
* 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.
* Barnsley College will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child and/or adult with care and support needs in accordance with relevant statutory guidance.
* Barnsley College will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.
* Where COVID-19 makes it impossible to determine the suitability of a potential member of staff or volunteer the appointment will not be made.

1. **Supporting learners when College sites are closed**

* Barnsley College will continue to ensure the safety and wellbeing of all learners
* All staff, as guided by the DSL, Deputy DSL and central Safeguarding Team will continue to identify those vulnerable learners that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support also.
* There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
* Barnsley College and the DSL will work closely with all relevant agencies and professionals regarding safeguarding learners who are not on site. Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
* Barnsley College recognises that this is a difficult time for learners who consider College as a safe place and the current situation may impact on learners’, staff and parent/carers’ mental health.
* The College will utilise its tutorials, intra/internet sites and social media presence to ensure that safeguarding messages are shared with learners and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

**Providing a safe online learning environment**

* Barnsley College will continue to provide a safe online learning environment where expectations with regards online behaviour and education will continue to be implemented in line with existing policies. This includes when staff, volunteers and learners are using College provided devices. Any concerns regarding online behaviour or use will be responded to in line with existing policies.
* Where learners, staff and volunteers use College provided devices; appropriate filtering and monitoring will continue to be implemented via our IT Department.
* Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing policies.
* All communication with learners and parents/carers will take place using College provided or approved communication channels; for example, College provided email accounts, Microsoft Teams, telephone contact.
  + Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
* Barnsley College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
* Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our Behaviour Support policy
* When delivering remote learning, staff will:
  + Only use online tools that have been evaluated and agreed by leadership.
  + Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
  + Where possible, pre-record content
* If remote learning is taking place ‘live’ using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
  + Staff will record the length, time, date and attendance of any online lessons/contact held or made.
  + Live sessions will involve at least two members of staff where possible.
    - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Head of Department and the session is auditable.
  + Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
  + Staff will agree online behaviour expectations with learners at the start of lessons.
    - Staff will revisit our acceptable use of technology policy with learners as necessary.
  + All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
    - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
    - Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
    - If Live streaming, staff will mute and/or disable learners’ videos and microphones, as required.

**Online safety away from Barnsley College**

* All staff/volunteers will continue to look out for any signs that indicate a learner may be at risk online and will report and respond to concerns in line with our well established Safeguarding Policy and Procedures Incorporating College’s Child Protection Policy. In particular, staff should be vigilant to online bullying, sexting, radicalisation peer on peer abuse, criminal and sexual exploitation
  + Where necessary, referrals will be made to LADO, children’s social care and as required, the police.
* Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
  + Childline: [www.childline.org.uk](http://www.childline.org.uk/)
  + UK Safer Internet Centre’s ‘Report Harmful Content’: [https://reportharmfulcontent.com](https://reportharmfulcontent.com/)
  + National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): [www.ceop.police.uk/safety-centre](https://www.ceop.police.uk/safety-centre/)
* Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.

**Peer on Peer Abuse**

* Barnsley College continues to recognise and respond to cases of peer on peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 19.
* Barnsley College recognises that the current circumstances and the changeable nature of current Government guidance may mean that the College may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
* The DSL will continue to consult as appropriate with multi-agency professionals to ensure that learners’ safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

**Mental Health**

* Barnsley College recognises that restrictions to movement and contact with other people may have a significant impact on the emotional and mental health and wellbeing of our learners. Staff within departments will maintain regular contact with all learners, not only in terms of providing educational support but also to check in on their welfare. Staff have been made aware of further support, advice and services available both in and out of College so they can signpost learners and where appropriate make a referral.
* The College’s Counselling Service is still available and providing a telephone service for learners during this time. Learners can self-refer or if they require support a member of staff can make the referral on their behalf.
* The Health and Wellbeing Service continues to provide advice, guidance and support for leaners.
* Barnsley College recognises that the current circumstances and the changeable nature of Government guidance may mean that the College may need to adapt elements of the process in some cases to ensure that they are able to respond when required.
* The DSL will continue to consult as appropriate with multi-agency professionals to ensure that learners’ safety and wellbeing remains paramount.

1. **Additional support and links**

* As well as through existing College mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
  + Childline: [www.childline.org.uk](https://www.childline.org.uk/)
  + NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

**DfE Guidance**

* Closure of educational settings: information for parents and carers: [www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers)
* Vulnerable Children Guidance: [www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)
* COVID-19: guidance for educational settings: [www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](http://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19)
* Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: [www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers](http://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers)
* Coronavirus (COVID-19): attendance recording for educational settings: [www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings)

**Specific Links relating to Coronavirus for Learners and Parents/Carers**

* Childline: [www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/](http://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/)
* Mind: [www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/](http://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/)
* Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
* Children’s Commissioner:
  + Children’s guide to coronavirus: [www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)
  + Resources for parents during coronavirus: [www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)
* Sport England: [www.sportengland.org/stayinworkout](http://www.sportengland.org/stayinworkout)
* Place2be:
  + [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/)
  + [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/)

**Online Safety**

* NCA-CEOP: [www.thinkuknow.co.uk/](https://www.thinkuknow.co.uk/)
* Internet Matters: [www.internetmatters.org/](https://www.internetmatters.org/)
* Childnet: [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19)
* UK Safer Internet Centre: [www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc](https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc)
* NSPCC: [www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)
* Parent Info: <https://parentinfo.org/>
* BBC Own it: [www.bbc.com/ownit](https://www.bbc.com/ownit)

**Domestic Abuse**

* Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)
* Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/get-help/supportline](http://www.victimsupport.org.uk/help-and-support/get-help/supportline)
* IDAS: [www.idas.org.uk/](http://www.idas.org.uk/)
* National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247

**Mental Health**

* Childline: [www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/](http://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/)
* Mind: [www.mind.org.uk/](http://www.mind.org.uk/)
* Young Minds: <https://youngminds.org.uk/>
* Samaritans: [www.samaritans.org](http://www.samaritans.org)
* Papyrus: <https://papyrus-uk.org/>

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| **DEPARTMENTAL SAFEGUARDING REP** | NAME | EMAIL |
| **Additional Learning Support**  **High Cost Learners**  **Please Note: ALS Safeguarding reps are for supported high cost learners only**  **ALS Work-based Learning Advisor**  **ALS SEN Advisor** | Sarah Bailey  Nicola Spokes  Sean Farrell  Nikki Burton  Beth Wileman  Leona Green | [s.bailey@barnsley.ac.uk](mailto:s.bailey@barnsley.ac.uk)  [n.spokes@barnsley.ac.uk](mailto:n.spokes@barnsley.ac.uk)  [s.farrell@barnsley.ac.uk](mailto:s.farrell@barnsley.ac.uk)  [n.burton@barnsley.ac.uk](mailto:n.burton@barnsley.ac.uk)  [b.wileman@barnsley.ac.uk](mailto:b.wileman@barnsley.ac.uk)  [l.green@barnsley.ac.uk](mailto:l.green@barnsley.ac.uk) |
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