

CORONA VIRUS school closure arrangements for Safeguarding and Child Protection at King Edward VI Community College Appendix 3

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- Date ratified by governors:
- Date shared with staff:

Contents:

- 1.0 Context
- 2.0 Vulnerable children
 - 2.1 Attendance monitoring
 - 2.2 How will this look in our schools
 - 2.3 Those vulnerable children not attending school
- 3.0 Designated Safeguarding Lead
 - 3.1 DSL in school
 - 3.2 Informing staff
- 4.0 Reporting a concern
 - 4.1 Reporting a concern about an adult/the HT
- 5.0 Safeguarding training and induction
- 6.0 Safer recruitment/volunteers and movement of staff
- 7.0 Online safety in schools and colleges
 - 7.1 Children and online safety away from school and college
 - 7.2 Online safety at home
- 8.0 Supporting children not in school
- 9.0 Peer-on-Peer abuse

1.0 **Context**

*This appendix has been developed in response to and aligned to DfE guidance [Restricting attendance during the national lockdown: schools](#) updated 7th January 2021 and the **Schools Safeguarding of Vulnerable Children during Covid-19** updated by Devon LA 12th January 2021.*

From 6th January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers **critical to the COVID response** - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children –

- **children who are vulnerable** (see para 2), and
- children whose parents are critical to the COVID response and cannot be safely cared for at home.

This appendix of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their DSL team or school leaders if further clarification is required. All staff should continue to have access to the Child Protection policy, Code of Conduct and KCSiE 2020 where further details and information can be found.

The schools' safeguarding team (DSL, Safeguarding Governor etc) and their contact details can be found in the main body of the Schools Safeguarding Policy. Changes to the DSL and DSL during these exceptional circumstances can be found in para 3 of this appendix. Any changes will be shared with all staff and volunteers of the school.

2.0 DfE Vulnerable children

As per Dec 31st 2020 - Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

School leaders must also consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell, or showing the symptoms of Coronavirus (as defined by current government guidelines) or the school has information that parents are not following current government guidelines they will expect the child to remain at home and offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school. Leaders will use their professional discretion, working with any partner agencies and LA officers should other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children.

KEVICC staff will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead people for this will be: Helen Fraser, Heads of House, Kirsty Matthews and Anne Law

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting CORONAVIRUS, KEVICC staff or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if needed.

If the school is aware of any child who has a social worker / open to a Child in Need plan or Child Protection plan who is needing to self-isolate KEVICC staff will make contact with their social worker to inform them of this. If the Safeguarding Team is concerned about a child who has been sent home to self-isolate and an Early Help response may be required, consent will be gained from the family and KEVICC staff will complete a Request for Additional Service form <https://www.dcfp.org.uk/early-help/early-help-information-for-workers/early-help-resources-and-downloads/> (highlighting the identified need of the family) and send to earlyhelpsouthsecure-mailbox@devon.gov.uk so the family's needs can be heard and discussed at the next Triage meeting if appropriate to initiate an Early Help response. If the college has concerns over the immediate safety or harm of a child then they will contact the MASH team in the normal way. <https://www.dcfp.org.uk/training-and-resources/multi-agency-safeguarding-hub-in-devon/>

2.1 Attendance monitoring

KEVICC will continue to monitor and record attendance daily for all children including vulnerable children, children of critical workers and children who are receiving remote learning.

Fay Crellen has senior management oversight of attendance and is supported by an attendance administrator. The college continue to work with outside agencies including EWOs where there are attendance or welfare concerns.

The DSL or Deputy DSL will review their RAG ratings for children identified as vulnerable at least weekly taking into account any reported concerns from school contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the schools central vulnerable group spreadsheet and shared with the Headteacher if not DSL.

3.0 Designated Safeguarding Lead (DSL)

KEVICC has a Designated Safeguarding Lead (DSL) and a Deputy DSL. During this extra ordinary situation their contact details are as follows:

Role	Name	Contact Number 1	Email
Designated Safeguarding Lead	Kirsty Matthews	01803 869200	kmatthews@kingedwardvi.devon.sch.uk
Deputy Designated Safeguarding Lead	Helen Fraser	01803 869200	hfraser@kingedwardvi.devon.sch.uk

3.1 DSL cover in school

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection records and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

3.2 Informing staff

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, KEVICC will inform all staff and volunteers of changes to the details above.

The DSL or nominated members of the Safeguarding Team will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.

Any changes to the Safeguarding team details will also be shared with Babcock LDP and Devon County Council.

4.0 Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via CPOMS access, email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should refresh themselves of the contact details for their local children's social care service.

Devon MASH: 0345 155 1071 or email mashsecure@devon.gov.uk

Torbay MASH: 01803 208100 or email mash@torbay.gov.uk

4.1 Reporting a concern about an adult/the HT

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher, Alan Salt. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher immediately.

Concerns around the Headteacher should be directed to the Chair of Governors, Jim Lodge. JLodge@kingedwardvi.devon.sch.uk

5.0 Safeguarding training and induction

DSL training will continue to be available virtually, therefore it is important that any staff that are acting within a DSL or DDSL capacity undertakes appropriate level of training.

All school staff must continue to have safeguarding training and have read part 1 of Keeping Children Safe in Education (2020), DSLs should ensure they communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction.

6.0 Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, KEVICC will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

In response to CORONAVIRUS, 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 KEVICC are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 -188 of KCSIE and will observe our own Volunteers policy. Under **no circumstances** will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. KEVICC 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. Full details can be found at paragraph 179 of KCSIE. KEVICC will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the coronavirus period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, KEVICC will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 173 in KCSIE.

7.0 Online safety in schools and colleges

KEVICC will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

7.1 Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk or suffering abuse. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, to the police. Online teaching should follow the same principles as set out in the code of conduct.

KEVICC will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only, unless as a result of risk assessments confirmed with the Headteacher.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas – be mindful of picture in backgrounds.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed by school leaders
- Staff should record the length, time, date and attendance of any sessions held.

7.2 Online safety at home

School will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow.

8.0 Supporting children not in school

KEVICC is committed to ensuring the safety and wellbeing of all its children. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

KEVICC's Safeguarding Team will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at least weekly and where concerns arise, the DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages. KEVICC recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents and carers

All staff at KEVICC need to be aware of this in setting expectations of pupils' work where they are at home. KEVICC will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. KEVICC is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish.

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. KEVICC will continually refer to the most recent Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. Where staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them immediately with senior leaders.

9.0 Peer on Peer Abuse

KEVICC recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school receives a report of peer on peer abuse, they will follow their in house reporting systems outlined within the settings Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded and appropriate referrals made.