



## Annex 1

# COVID-19 School Closure Arrangements for Safeguarding and Child Protection at

## Greensand Federation Sandy Secondary School and Moggerhanger Primary School

**School Name:** Greensand Federation: Sandy Secondary School and Moggerhanger Primary School

**Policy owner:** Andrew Rutter

**Date:** 31/03/2020

**Date shared with staff:** 01/04/2020

## 1. Context

From Monday 23<sup>rd</sup> March 2020 parents and guardians 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-19 response – those 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, and children whose parents are critical to the COVID-19 response and who cannot be safely cared for at home.

This addendum of the Greensand Federation Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Andrew Rutter	01767 680598 Ext 246	arutter@sandysecondaryschool.com
Deputy Designated Safeguarding Lead	Julie Devereux	01767 680598 Ext 263	jdevereux@sandysecondaryschool.com
Executive Principal	Karen Hayward	01767 680598 Ext 230	khayward@sandysecondaryschool.com
Head of School	Gary Preston	01767 680598 Ext 200	gpreston@sandysecondaryschool.com
Safeguarding Governor	Tracey Stock	C/O Sandy Secondary School	C/O Sandy Secondary School

**School Email [Main Office]:** [parentcontact@sandysecondaryschool.com](mailto:parentcontact@sandysecondaryschool.com)

## Vulnerable Children

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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents/guardians, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and Deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Greensand Federation will continue to work with and support children's social care 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. The lead person for this will be **Julie Devereux [Deputy Designated Safeguarding Lead]**.

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/guardian does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Greensand Federation will explore the reasons for this directly with the parent/guardian.

Where parents/guardians are concerned about the risk of the child contracting Covid-19, Greensand Federation, or the social worker, will talk through these anxieties with the parent/guardian following the advice set out by Public Health England.

Greensand Federation will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Attendance Monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Greensand Federation and social workers will agree with parents/guardians whether children in need should be attending school. Greensand Federation will then follow up on any pupil that they were expecting to attend, who does not. Greensand Federation will also follow up with any parent or guardian who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Greensand Federation has, when communicating with parents/guardians, confirmed that emergency contact numbers are correct and asked for any additional emergency contact numbers, where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Greensand Federation will notify their social worker.

### **Designated Safeguarding Lead**

Greensand Federation has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is Andrew Rutter.

The Deputy Designated Safeguarding Lead is Julie Devereux.

In most instances a trained DSL (or Deputy DSL) will be available on site. Where this is not the case, a trained DSL (or Deputy DSL) will be available to be contacted via telephone or online video - for example, when working from home.

Where a trained DSL (or Deputy DSL) 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 files and liaising with the offsite DSL (or Deputy DSL). It may also require the senior leader to liaise with child(ren)'s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Greensand Federation staff and volunteers have access to a trained DSL (or Deputy DSL). On each day, staff on site will be made aware of who that person is and how to speak to them.

The DSL (or Deputy DSL) will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy; this includes making a report via e-mail, which can be done remotely.

In the unlikely event that a member of staff cannot access their e-mails from home, they should call the Designated Safeguarding Lead (or Deputy DSL). When the DSL is not available, the Executive Principal or Head of School should be contacted. This will ensure that the concern is received and acted upon.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Executive Principal. If there is a requirement to make a notification to the Executive Principal whilst away from school, this should be done verbally and then followed up with an e-mail to the Executive Principal as soon as possible.

Concerns around the Executive Principal should be directed to the Chair of Governors: Ian Smith.

## **Safeguarding Training and Induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period that Covid-19 measures are in place, a DSL (or Deputy DSL who has been trained), will continue to be classed as a trained DSL (or Deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

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

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE's 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

For movement within the Federation, schools should seek assurance from the HR Manager [Claire Jones] that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection policy, confirmation of local processes, and confirmation of DSL arrangements.

## **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, Greensand Federation 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 (2019) (KCSIE).

In response to Covid-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS identification checking to minimise the need for face-to-face contact.

Where Greensand Federation are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Greensand Federation 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 163 of KCSIE.

Greensand Federation will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the Covid-19 period, all referrals should be made by e-mailing [Misconduct.Teacher@education.gov.uk](mailto: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, Greensand Federation will continue to keep the single central record (SCR) up-to-date, as outlined in paragraphs 148 to 156 in KCSIE.

### **Online Safety in Schools and Colleges**

Greensand Federation 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 continue to be in place.

### **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. 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, the police.

Online teaching should follow the same principles as set out in the staff code of conduct.

Greensand Federation 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 1:1 learning sessions should take place – groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred, or be clear of any personal effects.
- Any 'live' learning, completed via video or audio, should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 provided by Greensand Federation to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

### **Supporting Children not in School**

Greensand Federation is committed to ensuring the safety and wellbeing of all its children and young people.

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, and a record of contact made on SIMS.

The communication plans can include remote contact and telephone contact. Other individualised contact methods should be considered and recorded.

Greensand Federation and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) 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.

Greensand Federation 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/guardians. Teachers at Greensand Federation need to be aware of this in setting expectations of pupils' work where they are at home.



Greensand Federation 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. This will be bespoke to each child and a record will be made of what has been agreed.

### **Supporting Children in School**

Greensand Federation is committed to ensuring the safety and wellbeing of all its pupils.

Greensand Federation will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Greensand Federation will refer to the 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 Covid-19.

Greensand Federation 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. This will be bespoke to each child and a record will be made of what has been agreed.

Where Greensand Federation has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the Head of School or senior leader appointed to be in charge will arrange to call upon additional staff.

### **Peer on Peer Abuse**

Greensand Federation 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 the principles as set out in Part 5 of KCSIE and of those outlined within the Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/guardians and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded via e-mail and appropriate referrals made.