

Annex 1

COVID-19 school closure arrangements for Safeguarding and Child Protection at South Bromsgrove High

School Name: South Bromsgrove High

Policy owner: Kristy Pascoe

Date: 12th June 2020

Date shared with staff: 15th June 2020

1. Context

From 20th March 2020 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-19 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, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the South Bromsgrove High Safeguarding Students Policy 2019-2020 contains details of our individual safeguarding arrangements in the following areas:

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Key Contacts:

Internal	Safeguarding Governor: Alyson Jewson	Email: TJ@southbromsgrove.worcs.sch.uk
	Chair of Governors: Alyson Jewson	Email: TJ@southbromsgrove.worcs.sch.uk
	Headteacher: Chris Smith	Email: SM@southbromsgrove.worcs.sch.uk
	Designated Safeguarding Lead (DSL)/ Prevent & CSE Lead/ Designated Senior Lead Mental Health (DSL/MH)/: Kristy Pascoe	Email: PA@southbromsgrove.worcs.sch.uk
	Deputy DSL: Hannah Talbot	Email: HTL@southbromsgrove.worcs.sch.uk
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	Deputy DSL: Jessica Rees	Email: RS@southbromsgrove.worcs.sch.uk
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	Designated Teacher for LAC & SENCO: Stephanie Smith	Email: SI@southbromsgrove.worcs.sch.uk

Scope

This addendum applies during the period of phased return following school closure due to COVID-19.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child safeguarding policy continues to apply.

Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately

- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

Vulnerable children

The Department for Education's definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of receiving support from children's social care services
 - Adopted
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable at the provider and LA's discretion

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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.

South Bromsgrove High 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. The lead person for this will be: **Kristy Pascoe**.

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 South Bromsgrove High will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, South Bromsgrove High or the social worker will talk through these anxieties with the parent/carer following the

advice set out by Public Health England. South Bromsgrove High 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.

South Bromsgrove High and social workers will agree with parents/carers whether children in need should be attending school – South Bromsgrove High will then follow up on any student that they were expecting to attend, who does not. South Bromsgrove High will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, South Bromsgrove High will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask 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, South Bromsgrove High will notify their social worker.

Designated Safeguarding Lead

South Bromsgrove High has a Designated Safeguarding Lead (DSL) and 5 Deputy DSLs.

The Designated Safeguarding Lead is: Kristy Pascoe

The Deputy Designated Safeguarding Leads are: Hannah Talbot, Nicholas Coates, Kate Nicol, Jessica Rees and Claire Wilkin.

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 online management system, CPOMS 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.

It is important that all South Bromsgrove High staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The 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 Students Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS account from home, they should email the Designated Safeguarding Lead and Deputy Safeguarding Leads. This will ensure that the concern is received.

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 this concern to the Headteacher by e-mail or phone immediately. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally (email Chris Smith – sm@southbromsgrove.worcs.sch.uk for his phone number) and followed up with an email to Chris Smith (SM).

Concerns around the Headteacher should be directed to the Chair of Governors: Alyson Jewson by e-mailing Tina Jackson (tj@southbromsgrove.worcs.sch.uk) for an e-mail address.

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 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.

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 South Bromsgrove High, they will continue to be provided with a safeguarding induction, including relevant paperwork.

If staff are deployed from another education or children's workforce setting to our school, 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

Upon arrival, they will be given a copy of the receiving setting's Safeguarding Students 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, South Bromsgrove High 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 ID checking to minimise the need for face-to-face contact.

Where South Bromsgrove High 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.

South Bromsgrove High 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.

South Bromsgrove High 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 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, South Bromsgrove High 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

South Bromsgrove High will continue to provide a safe environment, including online. This includes the use of an online filtering system – Smoothwall Safeguarding.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school

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 Safeguarding Students 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 School's code of conduct.

South Bromsgrove High 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.
- 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.
- The live class 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 South Bromsgrove High to communicate with students.
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

South Bromsgrove High 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 on CPOMS, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

South Bromsgrove High 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.

South Bromsgrove High recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at South Bromsgrove High need to be aware of this in setting expectations of students' work when they are at home.

Supporting children in school

South Bromsgrove High is committed to ensuring the safety and wellbeing of all its students.

South Bromsgrove High 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 student ratio numbers are appropriate, to maximise safety.

South Bromsgrove High 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 COVID19.

South Bromsgrove High 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 recorded on CPOMS when appropriate.

Where South Bromsgrove High has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the SLT.

Peer on Peer Abuse

South Bromsgrove High 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 Students 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 on CPOMS and appropriate referrals made.

Mental health

Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils, for example the therapeutic youth worker is continuing to offer remote support to some students.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them. All staff entering the site are required to swipe in and out.

We will continue to keep our single central record up to date.

Social Distancing

All staff and students working in school will observe the government guidelines on social distancing.

These expectations are set out in the Covid Code of Conduct which students and parents must sign before they can return.

Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every four weeks in term time by Kristy Pascoe.