

## **Annex 1**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection**

School Name: Alderman White  
Policy owner: David Farnie  
Date: 29/3/2020  
Date shared with staff

## **Context**

From 20<sup>th</sup> 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 continue 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 sub-section of the Alderman White Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>Context .....</b>	<b>2</b>
<b><i>Vulnerable children?.....</i></b>	<b>3</b>
<b><i>Do vulnerable children have to continue to go to an education setting? .....</i></b>	<b>4</b>
<b><i>Attendance monitoring.....</i></b>	<b>4</b>
<b><i>Designated Safeguarding Lead .....</i></b>	<b>5</b>
<b><i>Reporting a concern .....</i></b>	<b>5</b>
<b><i>Safeguarding Training and induction .....</i></b>	<b>6</b>
<b><i>Safer recruitment/volunteers and movement of staff.....</i></b>	<b>7</b>
<b><i>Online safety in schools and colleges .....</i></b>	<b>7</b>
<b><i>Children and online safety away from school and college.....</i></b>	<b>8</b>
<b><i>Supporting children not in school.....</i></b>	<b>8</b>
<b><i>Supporting children in school.....</i></b>	<b>9</b>
<b><i>Peer on Peer Abuse.....</i></b>	<b>9</b>
<b><i>Support from the White Hills Park Trust.....</i></b>	<b>9</b>

## Key contacts

There is an email address which we encourage all parents and students to use to refer safeguarding concerns to school while we are closed:

- **Studentsupport@aldermanwhite.school**

Role	Name	Contact number	Email
Designated Safeguarding Lead	David Farnie	07422 661427	<a href="mailto:David.Farnie@whptrust.org">David.Farnie@whptrust.org</a>
Deputy Designated Safeguarding Lead	Maria Owens	07928 893736	Maria.Owens@whptrust.org
Headteacher	Annwen Mellors		Annwen.Mellors@whptrust.org
Trust Safeguarding Manager	James Macdonald		James.Macdonald@whptrust.org
Chair of Governors	Clare Goodyear		Clare.Goodyear@whptrust.org
Safeguarding Governor	Ruth Brittle		Ruth.Brittle@whptrust.org

## 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 (LA) and parents, 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 DSL (and deputy) know who our most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

Alderman White 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: Julie Shiels

### **Do vulnerable children have to continue to go to an education setting?**

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 severe 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 Alderman White will explore the reasons for this, directly with the parent.

Where parents are concerned about the risk of the child contracting the virus, Alderman White or the social worker will talk through these anxieties with the parent following the advice set out by Public Health England.

Alderman White 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.

Alderman White and social workers will agree with families whether children in need should be attending school – Alderman White will then follow up on any pupil that they were expecting to attend, who does not. Alderman White 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, Alderman White will, when communicating with parents 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, Alderman White will notify their social worker.

The daily register will be collated by the member of SLT on site and passed to Kerry Dalton for submission to the DFE/LA.

## **Students Accessing Alternative Provision**

Students who access Alternative Provision will continue to access provision while schools are closed. For some students this may mean they continue to attend school each day, however, for other students they may be isolating at home.

Alderman White will have an understanding of which students are accessing on-site alternative provision and which students are at home.

The DSL/Deputy DSL will contact each Alternative Provision provider regularly to gain an understanding of how each student is engaging and to discuss any safeguarding concerns.

Alderman White will check that each provider has produced an updated appendix to their safeguarding policy and will know how they intend to keep children safe while schools are closed.

## **Designated Safeguarding Lead**

Alderman White school has a Designated Safeguarding Lead and a Deputy Designated Safeguarding Lead.

The Designated Safeguarding Lead is: David Farnie

The Deputy Designated Safeguarding Lead is: Maria Owens

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 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 or college.

Whatever the scenario, it is important that all Alderman White 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.

## **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 sending an email to the safeguarding email address which can be accessed remotely outside of school. If the

concern is urgent and staff would like immediate advice, contact the DSL/Deputy DSL using the mobile numbers above.

In the unlikely event that a member of staff cannot access their email from home, they should phone the Designated Safeguarding Lead, Deputy Safeguarding Lead, Headteacher or the Trust Safeguarding Manager. 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 use the safeguarding email address to report or speak directly to the SLT on site. 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.

Concerns around the Headteacher should be directed to the Chair of Governors: Clare Goodyear.

The White Hills Park Trust will continue to offer support in the process of managing allegations.

## **Safeguarding Training and induction**

DSL training is very unlikely to take place during this period.

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 Designated Safeguarding Lead 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 Alderman White, they will continue to be provided with a safeguarding induction.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. Where Alderman White receive staff from another school, we will judge, on a case-by-case basis, the level of safeguarding induction required.

For movement within the trust, schools should seek assurance from the MAT HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of the safeguarding processes at Alderman White 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, Alderman White will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 Alderman White 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.

Alderman White 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.

Alderman White 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](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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, Alderman White and the White Hills Park Trust 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**

Alderman White 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.

## **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 school's or college's staff code of conduct.

Alderman White will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff delivering online lessons must ensure that they follow the guidance on Appendix 2: Delivering online lessons during school closure

## **Supporting children not in school**

Alderman White is committed to ensuring the safety and wellbeing of all its students.

Where the Designated Safeguarding Lead 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 communication plan must be recorded on CPOMS, as should a record of contact made.

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

Alderman White and its Designated Safeguarding Lead will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate.

In addition, the school will share safeguarding messages on its website and social media pages.

Alderman White 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. Teachers at Alderman White be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

Alderman White is committed to ensuring the safety and wellbeing of all its students.

Alderman White 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, maximising safety.

Alderman White 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 coronavirus.

Alderman White 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 support may be of a safeguarding nature and will be recorded on CPOMS as appropriate.

## **Peer on Peer Abuse**

Alderman White 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 of the Child Protection Policy.

Parents and students will be encouraged to raise any concerns using the [studentsupport@aldermanwhite.school](mailto:studentsupport@aldermanwhite.school) or directly to the DSL/Deputy DSL or their specific Progress Leader.

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

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

## **Support from the White Hills Park Trust**

The Multi-Academy Trust Central Safeguarding Team will provide support and guidance as appropriate to enable the Designated Safeguarding Lead to carry out their role effectively.