



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

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1.0	March 2020	
2.0	January 2021	Amended to include Remote Learning by DSL L. Hardman
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<b>Next Review :</b>		
<b>Signature of Headteacher :</b> 		<b>Signature of Chair of Local Governing Body :</b> 
<b>Date shared with all staff:</b>		

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## 1. Context

From 4<sup>th</sup> 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-19 response - who absolutely need to attend and those who are classed as vulnerable.

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 Dean Trust Ardwick Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## 2. Key Contacts

Name	Role	Phone number	Email
Lisa Hardman	DSL	01619722988	<a href="mailto:lisahardman@deantrustardwick.co.uk">lisahardman@deantrustardwick.co.uk</a>
Victoria Wilde	DDSL	01619722988	victoriawilde@deantrustardwick.co.uk
Suzanne Finlay	Headteacher		SFinlay@deantrustardwick.co.uk
Stephanie Jenkins	SG Governor		stephanieajenkins@hotmail.com
Barry Bridden	MAT SG lead		<a href="mailto:Safeguarding@TheDeanTrust.co.uk">Safeguarding@TheDeanTrust.co.uk</a>

## 3. Vulnerable Children

Vulnerable children and young people include those who: 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.

- 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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority 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.

The welfare team will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning. 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.

Dean Trust Ardwick 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: Lisa Hardman.

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 Dean Trust Ardwick will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Dean Trust Ardwick or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England and record outcomes onto CPOMS.

Dean Trust Ardwick will encourage our vulnerable children and young people to attend school, including remotely if needed.

Where vulnerable pupils identified who are not in attendance at school, the DSL will arrange for regular contact to be made pupils during the period of remote learning to check on their progress and wellbeing. Phone calls will be made by designated staff using school phones and following the necessary contact protocols if working from home.

In addition, if necessary, the DSL will arrange for home visits to be made to check on the wellbeing of vulnerable pupils. All home visits will:

- Include one member of the Welfare team.
- Be undertaken by no fewer than two members of staff – unless agreed by DSL or DDSL.
- Record actions onto CPOMS.
- Pupil must be seen and spoken to.

All contact with vulnerable pupils must be recorded on the CPOMS system.

#### **4. 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.

Dean Trust Ardwick and social workers will agree with parents/carers whether children in need should be attending school – Dean Trust Ardwick will then follow up on any pupil that they were expecting to attend, who does not. Dean Trust Ardwick 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, Dean Trust Ardwick 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, Dean Trust Ardwick will notify their social worker.

Parents of those children wishing to take up a place as a critical worker, will be asked weekly to complete a timetable for provision needed via a google form. This will be used to monitor the attendance in school of these pupils.

The school attendance officer will follow up any unknown absences for any children who should be knowingly accessing school provision daily.

#### **5. Designated Safeguarding Lead**

Dean Trust Ardwick has a Designated Safeguarding Lead (DSL) and a Deputy DSL:

The Designated Safeguarding Lead is: Lisa Hardman

The Deputy Designated Safeguarding Lead is: Victoria Wilde.

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 level 3 trained HOY lead on site along with the senior leader will assume responsibility for co-ordinating safeguarding in school via the DSL. and will have had appropriate SG training.

Senior staff with consultation from the DSL may update and manage the access to child protection online management system, CPOMS and liaise 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 Dean Trust Ardwick 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 or deputy will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **6. 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 CPOMS, which can be done remotely, in addition to emailing the PSM (who is DSL trained), DSL and DDSL.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should ring the DSL, DDSL or in the unlikely event they are not available, the Headteacher. 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 directly report the concern to the Headteacher. 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: Stephanie Jenkins.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **7. 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 (2020). 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 Dean Trust Ardwick, 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 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 Trust, schools should seek assurance from the Multi-Academy Trust (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 local processes and confirmation of DSL arrangements.

## **8. 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, Dean Trust Ardwick 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 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 Dean Trust Ardwick is 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.

Dean Trust Ardwick 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.

Dean Trust Ardwick 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 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, Dean Trust Ardwick will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

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

This section of the policy will be enacted in conjunction with the Trust's IT Acceptable Use Policy.

Dean Trust Ardwick 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.

Where possible, all interactions will be textual and public.

## **10. Children and Online Safety Away from School and College**

Dean Trust Ardwick will be using Google Classroom and Google Meet to provide online learning. Staff will be delivering pre-recorded or live lessons. Live lessons can be delivered at home or at school.

When delivering lessons on line staff must:

- Record all live lessons.
- Wear suitable business attire.
- Be situated in a suitable 'public' living area within the home with an appropriate background; 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language; this includes others in their household.
- Maintain the standards within the Trust Code of Conduct
- Use the necessary equipment and computer programs as intended.

- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.
- Blur out or have a neutral background.
- Decide to have their camera on or off.

If pre-recording an audio lesson staff must:

- Use appropriate language.
- Maintain the standard of conduct expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances e.g. to provide support for pupils with SEND or to check on the welfare of vulnerable pupils not attending. This will be decided and SLT in collaboration with the SENCO and DSL.

Pupils not using devices or software as intended in the Pupil Code of Conduct will be disciplined in line with the school behaviour policy.

The School will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

During the period of remote learning, the school will maintain regular contact with parent to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the 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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

## 11. Supporting Children Not in School

Dean Trust Ardwick is committed to ensuring the safety and wellbeing of all its Children and Young people.

Staff at Dean Trust Ardwick are able to communicate with pupils via work submitted through Google Classroom. This should be in the form of written feedback on pieces of work submitted, or via the open forum chat function within your class area. Communication should be professional and in line with the Code of Conduct.

Pupils who are not accessing the work on Google Classroom will be identified by the HOY and contacted by the communications team working within school.

As a school, we will not be undertaking virtual lessons through media platforms such as Zoom or any other video conferencing platform. Staff should not call pupils or parents from their private phones. These methods could give rise to question and could place staff in a vulnerable position.

Any communication needed to be shared with pupils or parents must be undertaken through the staff conducting welfare calls during the school day. Therefore, if a message is needed to be relayed please email your HOF to add comments onto the 'follow up' section of the communication google document shared by SLT.

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. Pupils have been identified using PSM and HOY knowledge. Information is then accessed daily and a member of the Welfare team will make phone calls to pupils, parents/carers either on a daily, twice weekly or weekly basis dependent upon their level of need and risk.

Details of this plan must be recorded on CPOMS for pupils whom staff are concerned about with action. A record of contact that has been made will be recorded on the central Welfare spreadsheet by relevant member of the team.

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

Dean Trust Ardwick 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, newsletter and social media pages.

Dean Trust Ardwick 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/carers. Teachers at Dean Trust Ardwick need to be aware of this in setting expectations of pupils' work where they are at home.

Dean Trust Ardwick 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.

## **12. Supporting Children in School**

Dean Trust Ardwick is committed to ensuring the safety and wellbeing of all its students.

Dean Trust Ardwick 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.

Dean Trust Ardwick 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.

The school are offering pupils classed as vulnerable and/or children of key workers and staff that are currently coming onto site, lateral flow testing as part of the onsite provision, to identify individuals who may be carrying the virus but are unaware as they are asymptomatic.

There are three components to the testing:

- 2 lateral flow tests within 3-5 days for pupils at the start of term
- Weekly staff testing
- Serial testing for 7 days for contacts of a positive case who are symptom free when the positive case is a member of the school community.

The testing is voluntary and consent must be provided by a parent/carer for all children under 16 years of age. The testing is carried out in line with guidance from the DFE and NHS and all staff involved have completed the relevant online courses and onsite run through. Internal and external tracking and reporting systems are in place.

Dean Trust Ardwick 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.

Where Dean Trust Ardwick has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trust.

### **13. Peer on Peer Abuse**

Dean Trust Ardwick 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.

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.

### **14. Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, onsite and remote support, accessing files etc for the purpose of quality assurance, support, guidance and direction when and where appropriate.

The MAT will also provide weekly contact with the DSL and/or individual and group support sessions when needed. This may take the form of an online meeting.