

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy Addendum

Policy owner:	Helen Ellis
Adopted:	April 2020
Date shared with staff:	24 th April 2020

This policy is for use during the COVID-19 school closure only.



1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home.**

This addendum of the WSAPC Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.

This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

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2. Key contacts

Senior Leaders act as Designated Teachers for Child Protection and should be contacted in the first instance:

Centre/service responsibility	Name	Landline	Remote contact details
Blended and E-learning	Ben Thomas		07951 543508
Burgess Hill Secondary/Primary (and Chalkhill)	Shaun Jarvis	01444 232771	07889 414037
Chalkhill	Jackie Clack (or Shaun Jarvis)	01444 441805	Contact Shaun Jarvis 07889 414037
Chichester	James Walters	01243 642872	07432 761118
Crawley	Alex Jones	01293 883209	07889 414032
Inclusion	Helen Ellis	-	07506 548155
Lancing Primary/Secondary	Phil Edkins	01903 270460	07889 414026
Littlehampton	James Walters	01903 278210	07432 761118
Worthing 14-16 Centre	Phil Edkins	01903 270460	07889 414026

All safeguarding matters are monitored by Helen Ellis the senior designated safeguarding lead.

In the absence of any of the above designated teachers Helen Ellis can be contacted about any safeguarding matter irrespective of which centre/service it is related to.

Tel 07506 548155

The Headteacher can be contacted on the following numbers:

Doug Thomas, Head Teacher - 01444 232771 / 07506 548280

Safeguarding Governor in our school:

Lucy Ivankovic -livankovic@wsapc.co.uk

West Sussex Multi-Agency Safeguarding Hub:

Tel: 01403 229900 (Out of Hours – 0330 222 6664)

MASH@westsussex.gov.uk

Referral forms via;

Adults - <https://www.westsussex.gov.uk/raiseaconcernaboutanadult>

Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild

Local Authority Designated Officer (LADO):
0330 222 6450 (9am -5pm)
LADO@westsussex.gov.uk

Safeguarding in Education Team:
03302 224030
safeguarding.education@westsussex.gov.uk

3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'*

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE

All DfE COVID-19 guidance is found here;
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Covid-19 safeguarding update here;
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Local Authority

All updates to schools are sent via the Director of Education.
<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;
<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

4. Capacity of DSL in our school;

We aim to have a trained DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL can't be in school, they can be contacted remotely on the numbers detailed in the 'important contacts' section at the start of this addendum.

We will keep all school staff and volunteers informed by email as to who will be the DSL on site on any given day, and this will be reinforced at morning briefings.

We will ensure that DSLs, wherever their location, know who the most vulnerable children in our school are.

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- 🔗 Managing concerns raised
- 🔗 Updating and managing access to safeguarding and child protection records
Liaising with the offsite DSL (or deputy)
- 🔗 Undertaking risk assessments for all pupils as necessary
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- 🔗 Liaising with children's social workers where they require access to children in need carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

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

The DSL training dates for our staff are;

Staff	Date	Training
Helen Ellis	20.09.18	DSL refresher
Doug Thomas	31.01.19	DSL refresher
Ben Thomas	31.01.19	DSL refresher
Phil Edkins	17.09.19	DSL
Jackie Clack	22.01.20	DSL refresher
Shaun Jarvis	22.01.20	DSL refresher
Alex Jones	09.03.20	DSL refresher

James Walters	12.06.18	DSL refresher
Ben Thomas	17.05.18	Safer Recruitment
Clare Griffin	27.06.18	Safer Recruitment
Jackie Clack	03.12.18	Safer Recruitment
Lois Hook	03.12.18	Safer Recruitment
Helen Ellis	14.06.19	Safer Recruitment

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

We will continue to follow existing policies regarding recruitment, training and staff induction.

6. Safer recruitment/volunteers, movement of staff and disclosure and barring

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this addendum policy.

WSAPC 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).

WSAPC fully adheres to LA Model Safer Recruitment Policy as outlined here; <https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

Our school will also amend practice in line with DfE COVID-19 using community volunteers; <https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-fags-who>

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

7. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with an 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

WSAPC will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

James Walters

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

8. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up a RAG rating to triage their open cases.

During this period WSAPC will fully adhere to these practices.

9. Continued Safeguarding Planning

Schools RAG Assessment for children with safeguarding concerns.

WSAPC will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

Senior leaders, especially the Designated Safeguarding Lead 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.

WSAPC will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

10. Supporting children in school

WSAPC is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

WSAPC will refer to all Government guidance and local 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.

WSAPC will endeavour to continue to offer provision to all pupils from all centres.

11. Supporting children not in school

WSAPC is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

WSAPC will ensure all pupils have access to education and that their wellbeing and safety is monitored.

A Welfare Team has been established to support the monitoring of pupils who are not accessing centre provision (please see appendices re provision and safeguarding)

12. 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.

WSAPC will continue to follow normal process for non-attendance including contacting the family on day 1 of absence if no reason has been provided. Where the pupil has a social worker they will also be informed of non-attendance.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and WSAPC will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

13. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

14. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff in WSAPC.

15. Children and online safety away from school and college

WSAPC will adhere to existing policies.

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

16. Teaching Remotely

WSAPC policy for online Learning is via Edmodo and Microsoft teams. These are the only two platforms that should be used to deliver remote learning to our Pupils directly and indirectly, *i.e. via commissioned services*. It is possible for further platforms to be assessed but this will be on an as needed basis.

General guidance:

- ✦ All remote teaching using online platforms must be agreed by SLT in the first instance.
- ✦ Staff must only use the agreed online platforms.
- ✦ Staff should only use school-provided equipment and log in details, for video/live-streaming sessions.
- ✦ All remote learning lessons should be scheduled in advance and completed during the normal school day.
- ✦ Two members of staff must be present for all online learning until further guidance is issued.
- ✦ A parent/carer should be visible at the start/end of every lesson and should be nearby for the duration of the lesson.
- ✦ Dress for both pupils and staff should be appropriate; *i.e.* smart casual dress
- ✦ Staff are encouraged to use a virtual or blurred background to mask home environment or, where this is not possible, to ensure that neutral areas in their homes (*i.e.* blank walls) are used
- ✦ Staff and pupils should ensure that no personal identifying information can be seen in the background (*e.g.* personal photographs, domestic address)
- ✦ Wherever possible, people not connected to the school should not appear in video
- ✦ A professional tone is critical to maintain appropriate boundaries online
- ✦ Staff should be clear throughout sessions about the expectations of student behaviour (*e.g.* a 'classroom standard' of behaviour is expected from all participants)
- ✦ Adults are responsible for maintaining appropriate boundaries, not pupils
- ✦ Staff must complete a lesson report for every lesson which must be signed off by an AHT.
- ✦ In general, we are seeking to replicate the principles which apply in school, which include transparency, vigilance, an understanding that 'it can happen anywhere'.

- ✦ All child protection concerns should be reported to a DSL as soon as possible following the procedure in the school's Safeguarding and Child Protection Policy

17.Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>