

**Annex 1**



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

**School name: Paxton Academy Sports and Science**  
**Policy Owner: Wandle Learning Trust**  
**Date: 30/03/2020**  
**Date shared with staff: 31/03/2020**

## 1. Context

From 20<sup>th</sup> March 2020 parents/ carers 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 Wandle Learning Trust Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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<b>Role</b>	<b>Name</b>
Designated Safeguarding Lead	Jamie Stevenson
Deputy Designated Safeguarding Lead	Letitia Johnson
Deputy Designated Safeguarding Lead	Karen Simpson
Headteacher/ Head of School	Ben Foley
Trust Safeguarding Manager	Rebecca Jackson
Chair of Governors	Judi Dumont-Barter

### **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, to decide whether they need to continue to be offered a school 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 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.

Wandle Learning Trust schools 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 designated safeguarding lead and deputies will coordinate this.

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 Wandle Learning Trust schools will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Wandle Learning Trust schools or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Wandle Learning Trust schools will encourage our vulnerable children and young people to attend school, including remotely if needed. However, if a vulnerable child does not attend school then they will be contacted weekly by a member of staff. All children will be RAG rated (red, amber, green). All red and amber RAG rated children will be contacted weekly by telephone by an allocated member of staff.

### **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.

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

At Paxton Academy this will mean that the family not attending will become part of the DSL regular RAG rated contacts. The DSL will contact the Social Worker to discuss the individual cases of non-attendance and contact parents on a regular basis as part of the vulnerable Children process.

To support the above, Wandle Learning Trust schools will, when communicating with parents/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, and cannot be contacted after 3 attempts then Wandle Learning Trust schools will notify their social worker to support in the follow up of this concern.

### **DSL and deputy DSL**

The optimal scenario is to have a trained DSL (or deputies) 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. Jamie Stevenson is the named contact when there is no DSL onsite.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to child protection online management system, Safeguard My School 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.

It is important that all Wandle Learning Trust school 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 Policy, this includes making a report via Safeguard My School which can be done remotely.

In the unlikely event that a member of staff cannot access their Safeguard My School from home, they should email the Designated Safeguarding Lead or deputies. 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 their concern to the headteacher/head of school.

Concerns around the Headteacher should be directed to the Chair of Governors: Judi Dumont-Barter

The Wandle Learning Trust will continue to offer support in the process of managing allegations.

## **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 any Wandle Learning Trust school, 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.

## **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, Wandle Learning Trust schools 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 Wandle Learning Trust schools 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.

Wandle Learning Trust schools 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.

Wandle Learning Trust schools 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, Wandle Learning Trust schools 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**

Wandle Learning Trust schools 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 E-safety 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 MAT code of conduct.

Wandle Learning Trust schools 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 should record, the length, time, date and attendance of any sessions held.

### **Supporting children not in school**

Wandle Learning Trust schools are 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 Safeguard My School, as should a record of contact have made.

The communication plans can include; remote contact and phone contact. Other individualised contact methods should be considered and recorded. Wandle Learning Trust schools 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.

Wandle Learning Trust schools recognise 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 Wandle Learning Trust schools need to be aware of this in setting expectations of pupils' work where they are at home.

Wandle Learning Trust schools 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 Safeguard My School



## **Supporting children in school**

Wandle Learning Trust schools are committed to ensuring the safety and wellbeing of all its students.

Wandle Learning Trust schools will continue to be a safe space for all children to attend and flourish. The Headteacher/ Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Wandle Learning Trust schools 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.

Wandle Learning Trust schools 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 Safeguard My School.

Where Wandle Learning Trust schools have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trust.

## **Peer on Peer Abuse**

Wandle Learning Trust schools recognise 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 multi- agency partner required ensuring the safety and security of that young person.

Concerns and actions must be recorded on Safeguard My School and appropriate referrals made.

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

The Wandle Learning Trust will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

## **Croydon Support for schools during Covid 19 emergency**

Some key LA officers and services are available to provide support and guidance to schools

### **Croydon SPOC**

Out of hours number-020 8726 6400

Croydon Educational Psychology Service

Croydon will also have access to other services which they can signpost schools to – for example Early Help colleagues are available and are taking calls from families and helping to resolve problems arising as well as contacting families directly when issues have been raised.

Please contact Croydon staff if you need any support or have worries or concerns about particular children and families or general issues about the current situation we can help with.

Possible script for phone calls to families

..... SCHOOL
<b>RECORD OF TELEPHONE CONVERSATION</b>
Name of pupil:
Date of call:
Name of member of staff:
Family members spoken to:
Reason for conversation:
Length of conversation:
Questions and brief notes from conversation:  <b>Questions for Parent</b>  <ol style="list-style-type: none"><li>1. How is your child getting on with their school work?</li><li>2. Are there any issues or worries you need advice or support with?</li><li>3. Are any other adults supporting you?</li><li>4. Would you like us to share any other numbers with you of professionals you can contact?</li><li>5. Has your child a safety plan? This will apply to those who self - harm or with suicidal ideation and some other situations where there are significant concerns</li></ol> <b>Questions for Child (ask whether there is an adult with them / present at home)</b>  <ol style="list-style-type: none"><li>1. How are you?</li><li>2. How are you getting on with the school work?</li><li>3. Are you worried about anything / want to talk about anything?</li><li>4. Are there any other adults supporting you?</li><li>5. Would you like us to share any other numbers with you of professionals you can contact? (more applicable for older children)</li><li>6. Is there anyone else you wanted to talk to? Have you been able to speak to your social worker / other key person? (as applicable – dependent on individual circumstances)</li><li>7. Have you a safety plan and know how to get help / support if needed? (if relevant - as above)</li></ol>

**Action:**

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**CC. Safeguarding**

**Signed:**