

Annex 1

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

Devoran School



Approved by:

Headteacher on behalf of
Governing Body

Date: 12 January 2021

Shared with staff on:

14 January 2021

Shared with Governors on

14 January 2021

Context

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 local safeguarding partners and reflected in guidance issued by the Cornwall and Isles of Scilly Safeguarding Children Partnership

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to **vulnerable** children, this means those who have an allocated social worker or an EHCP.

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Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or the Headteacher should be available at all times
- 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

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Victoria Lock	07814 667732	victorialock@devoranschool.co.uk
Deputy Designated Safeguarding Lead	Anna Morris	07734 330877	annamorris@devoranschool.co.uk
Headteacher	Victoria Lock	07814 667732	victorialock@devoranschool.co.uk
Chair of Governors	Jo Stone		jostone@devoranschool.co.uk
Safeguarding Governor	Penny Hermes		phermes@devoranschool.co.uk

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 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 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.

Devoran School 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: the Headteacher

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 the Headteacher will explore the reasons for this directly with the parent.

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

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

We recognise that a wider number of children have a range of vulnerabilities and we refer to the DfE's list when inviting 'children with vulnerabilities' into school.

The list below is from the DfE's [list of vulnerable children who can access schools or educational settings](#)

- 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 identified as otherwise vulnerable by our school or LA, for example those who are:
 - On the edge of receiving support from children's social care services or in the process of being referred
 - Adopted or on a special guardianship order
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Care leavers

The Headteacher, Deputy Headteacher and SENDCo, along with our teachers are recording all communications with the children who are considered to have wider vulnerabilities. They are being supported with additional contact from school.

Attendance monitoring

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

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

How will this look in our school?

To support the above, Devoran School 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, Devoran School would notify their social worker.

Designated Safeguarding Lead

Devoran school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Victoria Lock

The Deputy Designated Safeguarding Lead is: Anna Morris

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 – the Headteacher is 10 minutes by car from the school when working offsite.

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.

It is important that all Devoran 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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead (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 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: Jo Stone

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 Devoran 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

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, Devoran school 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 Devoran school 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.

Devoran School 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.

Devoran School 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.

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

Any concerns should be reported to the Headteacher immediately. The Headteacher will make contact with the LADO. If the concerns are about the Headteacher then the member of staff should contact the Chair of Governors, Mr Jo Stone.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

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, Devoran school 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

Devoran School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers / tablets 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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and ICT acceptable use agreement. Staff have been issued with the latest Remote Learning Policy and all staff were given a safeguarding update briefing on Monday 4 January 2021 that also referred to online safety.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our school reporting procedures. If a child is noted to be in immediate danger whilst appearing in an online lesson then staff should call 999 and ask for a welfare check. The child's address can be found on sims and CPOMS, which all members of staff have remote access to.

Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online.

Devoran School 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 Devoran School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Devoran School 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.

Devoran School 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 via newsletters and emails to parents.

Devoran School 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 Devoran school need to be aware of this in setting expectations of pupils' work where they are at home.

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Supporting children in school

Devoran School is committed to ensuring the safety and wellbeing of all its students.

Devoran School 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.

Devoran School 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.

Devoran School 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 Devoran school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Local Authority.

Peer on Peer Abuse

Devoran School 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 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.

Working with other agencies

We will continue to work with children’s social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

The Early Help Hub and the Multi Agency Referral Unit (MARU) will continue to offer advice guidance and signposting to services. Referrals should be made in the usual way:

Early Help Hub:

- Tel: 01872 322277
- Email: earlyhelphub@cornwall.gov.uk www.cornwall.gov.uk/earlyhelphub

Multi-Agency Referral Unit:

- Tel: 0300 123 1116
- Email: multiagencyreferralunit@cornwall.gov.uk

Out of Hours:

- Tel: 01208 251300

If the child is already known to a social worker, concerns should be passed directly to them. Therefore any contact that any member of Devoran Staff has with the MARU must be recorded on CPOMS and the DSL should be informed either by telephone (if urgent) or by email.