Annex 1

COVID-19 school closure arrangements for Safeguarding and Child Protection at Churchill Special School

School name: Churchill Special School
Policy owner: Steve Watts
Date: 13/01/2021
Date shared with staff: 13/01/2021

Context

The Government has asked parents to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the coronavirus (COVID-19) and EU (European Union) transition response - who absolutely need to attend.

Schools are asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 and EU transition response and cannot be safely cared for at home. All other pupils and students will receive remote education.

This addendum to the school's Child Protection Procedures contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Kirsty Richards	01440 760338	krichards@churchillschool.co.uk
Deputy Designated Safeguarding Leads	Steve Price	01440 760338	sprice@churchillschool.co.uk
Headteacher	Chris Komodromos	01440 760338	ckomodromos@churchillschool.co.uk
Trust Lead on Safeguarding	Steve Watts	01440 333 400	swatts@unitysp.co.uk
Trust Director of Education	Lucy Callow	01440 333400	lcalow@unitysp.co.uk
Chair of Governors	Becky Poynter	01440 760338	bpoynter@unitysp.co.uk
Safeguarding Governor	Becky Poynter	01440 760338	bpoynter@unitysp.co.uk

Vulnerable children

Vulnerable children and young people include those who:

- 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

Senior leaders, especially the Designated Safeguarding Lead (and any 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.

The 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: Kirsty Richards.

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 increased 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 school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, the school and/or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The school will encourage our vulnerable children and young people to attend school.

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.

If the school has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 2pm - https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

If the school has closed, we will complete the return as requested by the DfE and notify the Local Authority.

The school will follow up on any pupil/student that they were expecting to attend, who does not. The 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.

To support the above, the school 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, the school will notify their social worker.

For appropriate coding of pupils, the school will follow guidance as set out in the relevant government guidance and alongside the school's Attendance Policy.

https://www.gov.uk/government/publications/school-attendance

In line with DfE guidance we will offer access to remote education if a child is not attending due to circumstances related to COVID-19. In line with DfE guidance the disapplication of section 444(1) and (1A) of the Education Act 1996 means that absence will not be penalised at present.

Attendance recording and interventions will include:

• Recording attendance through SIMS and remote learning logs
• All absences (both on site and virtually) will be followed up and communication with other professionals as appropriate
• First day absence checks for all children who are expected to attend on site
• First day absence checks for all children who are expected to attend a virtual session
• At least weekly welfare calls from a designated member of staff.

Designated Safeguarding Lead

The school has a Designated Safeguarding Lead (DSL) and at least one Deputy DSL.

The Designated Safeguarding Lead is: Kirsty Richards

The Deputy Designated Safeguarding Leads is: Steve Price

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 video call - for example when 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 the 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.

It is important that all Churchill School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which may be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Trust's safeguarding policy and the school's child protection procedures, 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 contact the DSL (or one of the deputy DSLs). If they are unable to contact the DSL (or one of the deputy DSLs), they should contact the Headteacher. If they are unable to contact the Headteacher, they should contact the Trust Lead on Safeguarding.

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 about the Headteacher should be directed to the relevant Trust Director of Education: Lucy Calow, Trust Director of SEND, 01440 333400, lcalow@unitysp.co.uk

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

Safeguarding training and induction

Face-to face DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus. However, DSLs and deputy DSLs are expected to complete/refresh their training via e-learning.

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 the 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 sending school that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving school's child protection procedures (including this addendum), 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, the 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 (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.

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

Where the school are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no

circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The 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 paragraphs 179-181 of KCSIE.

The school will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct: referring a case' guidance.

During the COVID-19 period all referrals should be made by emailing 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, the school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 172 in KCSIE.

Online safety in schools

The school 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

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 Procedures 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 Trust's code of conduct and acceptable use of ICT policy.

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

When delivering remote learning:
- 1:1s should be avoided. Any session where the ratio is one staff member to three students or fewer should be recorded so that if any issues arise the video can be reviewed. The recording should be stored on the school's

network in an area that can only be accessed by those staff who need to. It will be retained for a year, after which time it should be deleted.

- Staff should not behave any differently towards pupils/students compared with when they are in school. They must never attempt to arrange any meeting, including tutoring sessions, without the full prior knowledge and approval of the school, and should never do so directly with a pupil/student.
- Staff should only use platforms specified by the school's SLT (senior leadership team) and approved by the Trust's Head of IT. Staff should not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the school without SLT approval.
- Secret recordings or screenshots of staff or pupils/students must not be taken during live lessons.
- Staff should conduct any video lessons in a professional manner, as if they were in school. This includes being suitably dressed, using professional and appropriate language and not being in a bedroom or bathroom. Where the use of a bedroom is unavoidable, it should be impossible to tell that it is a bedroom, even if the camera slips. The camera view should not include any personal information or inappropriate objects and where possible the background should be blurred/changed.
- If anything inappropriate happens - or anything which could be construed in this way – staff must immediately inform their line manager and keep a written record. This is to protect staff as well as pupils/students.
- Staff should look out for signs that a child may have been harmed or be at risk of harm, as they would if they were in school. Any concerns or disclosures must immediately be passed on to the Designated Safeguarding Lead or, in their absence, a deputy designated safeguarding lead, in line with the school's child protection procedures.

The school will ensure children who are being asked to work online know how they can raise any concerns whilst online. As well as reporting routes back to the school, age appropriate practical support is available from:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

Supporting children not in school

The 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 the plan should be recorded, as should a record of contacts made.

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

If staff have to use their own phone, they should withhold their number (e.g. dialling 141 before the number they are calling). The outgoing numbers must be deleted from the phone's call log, once they are no longer needed.

The school and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider and make any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Churchill School recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils/students and their parents/carers. Teachers at the school will be aware of this in setting expectations of pupils/students' work where they are at home.

Supporting children in school

The school is committed to ensuring the safety and wellbeing of all its pupils/students.

The 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/student ratio numbers are appropriate, to maximise safety.

The 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 COVID-19.

The 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.

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

Peer on Peer/child on child abuse

The school recognises that during the closure a revised process may be required for managing any reports of peer on peer/child on child abuse and supporting victims**.**

Where the school receives a report of peer on peer/child on child abuse, we will follow the principles as set out in part 5 of KCSIE and those outlined within the Safeguarding Policy and Child Protection Procedures.

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

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

Support from the Unity Schools Partnership

The Trust Lead on Safeguarding will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The Trust will also provide regular group supervision sessions (DSLs' meetings). This may take the form of an online meeting.