Slough and Eton Church of England Business and Enterprise College

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

Owner:	Catherine Goodyear, 03/04/2020
Ratified by Governing Body:	tbc
Date Ratified:	tbc
Date Policy to be reviewed:	tbc

Context

From 20th March 2020 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. Schools were asked to provide care for a limited number of children namely children who are vulnerable, and children whose parents are critical to the COVID-19 response and who cannot be safely cared for at home.

This addendum of the Slough & Eton Church of England Business and Enterprise College Child Protection and Safeguarding Policy contains details of our individual safeguarding and child protection arrangements in the following areas:

1. Context
2. Legislation
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Safer recruitment/volunteers and movement of staff
9. Online safety in schools and colleges
10. Children and online safety away from school and college
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer Abuse
14. Mental Health

CHILD PROTECTION AND SAFEGUARDING POLICY

KEY CONTACTS

DESIGNATED SAFEGUARDING LEAD

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DEPUTY DESIGNATED SAFEGUARDING LEADS

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ASSIGNED SAFEGUARDING GOVERNOR:

Mr Jimmy Scragg   Contact via clerk to governors:

                                                      ceo.pa@sebmat.com

LOCAL AUTHORITY CONTACT: sloughchildren.referrals@scstrust.co.uk

                                                      Office hours: 01753 875362, out of hours: 01344 786543

FOR ALLEGATIONS ABOUT A MEMBER OF SCHOOL STAFF

Headteacher, Mr Peter Collins   head.pa@slougheton.com

                                                      01753 520824

Chair of Governors, Mr Jimmy Scragg   ceo.pa@sebmat.com

SLOUGH DESIGNATED OFFICER

Mrs Nicola Johnstone   Nicola.johnstone@scstrust.co.uk

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Safeguarding Partner Board   https://www.sloughsafeguardingpartnership.org.uk/scsp

Virtual School Head: Anne Bunce   anne.bunce@scstrust.co.uk or on 01753 875920

SEND Integrated support services   ISSadmin@slough.gov.uk or on 01753 78766

Legislation

KCSIE is statutory safeguarding guidance that our schools should continue to have regard to as per our legislative duty. Whilst acknowledging the pressure that our schools are under, it remains essential that as far as possible we continue to be able to provide safe places for children and young people, even if this means a remote provision. We need to consider our safeguarding policy, procedure and process differently when compared to business as usual.

The way our schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school (or remotely in this context) has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy will be available, including during periods which would otherwise be designated as holidays/ Bank Holidays
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

We take a whole school approach to safeguarding. This will allow us to satisfy ourselves that any policies and procedures/processes in response to COVID-19 are not weakening in their approach to safeguarding or undermining our child protection policy.

Our policy and procedures will consider and reflect any advice received from the Slough Safeguarding Partners or from the local authority regarding children with EHCPs; the local authority designated officer (details below) or children's social care including reporting mechanisms, referral thresholds and children in need.

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people 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 is also 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 and are currently supported on a Child-In-Need Plan.

Those children and young people with an EHC plan have been risk-assessed in consultation with the Local Authority and parents/carers, to decide whether they need to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This has, where appropriate included, carers, therapists or clinicians visiting the home to provide any essential services. Most of our children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability. Designated Safeguarding Leads and Deputies along with Heads of Year and members of SLT know who our most vulnerable children are. We have had the flexibility to offer a place to those on the

edge of receiving children's social care support, if needed and to ensure that our most vulnerable children and young people receive appropriate care and support at this time.

https://www.gov.uk/government/news/voucher-scheme-launches-for-schools-providing-free-school-meals?utm_source=1e8e0f2f-de27-4ddc-8bb7-4c57b4725211&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The school will continue to work with and support social workers to help protect vulnerable children. This also includes working with the local authority virtual school head (VSH) for looked-after and previously looked-after children.

There was an expectation that vulnerable children who have a social worker would attend an education setting so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent has expressed the desire that they not want to bring their child to an education setting and their child is considered vulnerable, the social worker and school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, 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 is encouraging our vulnerable children and young people to attend school if possible.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance. Our DSL/DDSLs and social workers have agreed with parents/carers whether children in need should be attending school and this is communicated with those normally responsible for attendance. The DfE are now using a new electronic spreadsheet which will the Headteacher will return to SBC COVID-19.SchoolAttendance@slough.gov.uk and the DfE daily by 12pm for any children and young people attending school.

The school is following up on any children and young people that we were expecting to attend school, who do not. We also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their social worker.

We will have a trained DSL (or deputy) available at all times either on site or immediately contactable via phone or online at home at all times during our normal working hours 8am-5pm.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader or the named site coordinator in charge that day will assume responsibility for co-ordinating safeguarding on site. This might include 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.

All school staff have access to a trained DSL (or deputy) as mentioned above. The DSL/DDSL will continue to engage with social workers, and attend multi-agency meetings, TAF/TAC, PEP and CLA meetings which will be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Slough & Eton Business and Enterprise College Child Protection and Safeguarding Policy, this includes making a report via email, which can be done remotely. In the unlikely event that a member of staff cannot access their email from home, they should telephone the school reception on 01753 520824 and ask to be put through to the DSL/ DDSL. This will ensure that the concern is received and actioned.

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 directly and follow the school's Whistle Blowing Policy. 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.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus however, this can be provided remotely should this become necessary. 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 annual safeguarding training and have read Part 1 and Annex A of Keeping Children Safe in Education (2019). Each member of staff has also had updates and further training through the year. Further training can be accessed through Educare and Opitmus for any members of staff wishing to complete further training during this time.

The DSL/DDSL will 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, they will continue to be provided with a safeguarding training and induction and will undergo all necessary and relevant checks. If a member of staff comes to our school from another education or children's workforce setting, we will consider 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

All members of staff 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, the school will continue to follow the relevant safer recruitment processes including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

DBS

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.

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 paragraph 163 of KCSIE. The 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. During the COVID-19 period all referrals will be made by emailing Misconduct.Teacher@education.gov.uk

We have agreed to 'suspend' any 'renewals' of DBS for existing staff until the school is fully reopened. DBS processes will be followed for any new staff appointed and evidence will be requested electronically or seen by video and the original documents will be seen at the earliest opportunity when schools reopen.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety

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 and Safeguarding 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 school's code of conduct.

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

The school allows 'live teaching' and 'live' lessons to take place provided that this has been agreed in advance by any of the following: the Headteacher, the Senior Deputy Headteacher, or one of the Deputy Headteachers. Learning activities and resources should be shared electronically for students to complete in their own time.

Staff are able to record virtual lessons/screencasts to explain or model learning and videos created should be shared using Class Charts and not using any other platform.

When recording virtual lessons for students, staff should:

• Not have any 1:1s set up, groups only available to access learning on Class Charts

• Staff must wear suitable clothing when recording lessons and learning activities.

• Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.

• Any recorded teaching and learning should be shared on Class Charts

• Recorded lessons and learning should be kept to a reasonable length of time, no longer than a 'normal' lesson time.

• Language must be professional and appropriate, including any family members in the background.

• Staff must only use platforms provided by the school to communicate with children/pupils/students

Staff must ensure that if they are recording lessons that they do so on a clear screen to ensure that no sensitive data or information can be seen at any point during this time.

The UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online. The UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face.
Recently published guidance from the UK Safer Internet Centre on safe remote learning and from the London Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or activities and plan them safely.

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/DDSL has identified a child to be on the edge of social care support, or who would normally receive additional support pastoral in school, a robust communication plan is in place for each vulnerable child or young person.

Details of this has been planned and a record of contacts is made. The communication plans can include: remote contact via email or phone contact or door-step visits in extreme circumstances. Other individualised contact methods will be considered where appropriate and recorded. Where concerns arise, the DSL/DDSL will consider any referrals as appropriate.

The school will share safeguarding messages on our website, through emails and on social media pages.

We 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 need to be aware of this in setting expectations of pupils' work when they are at home.

The school will ensure that where we care for children of critical workers and vulnerable children on site, we provide appropriate support for them. Where this is bespoke, it will be recorded on CPOMS.

Supporting children in school

The school is committed to ensuring the safety and wellbeing of all our children and young people. We will continue to be a safe space for relevant 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.

We 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.

We will ensure that when we care for children of critical workers and vulnerable children on site, we have appropriate support in place for them. If there are any concerns due to the impact of staff absence in person or remotely – such as our Designated Safeguarding Lead, or first aiders on a particular day – then this will be discussed with the Headteacher immediately.

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings

Peer on Peer Abuse

The school recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. If we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection and Safeguarding 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.

As well as reporting routes back to school we will also signpost children to age appropriate practical support from the likes of:

- 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

Mental Health

The fast pace of the changes may well have an impact on our mental health as a staff body and that of the children and young people that we work with and support. Susan Dyer will be circulating briefings weekly to all of our schools and colleges about safe tips, guidance and good practice to share with our school communities susan.dyer@slough.gov.uk

Included here is a list of support available for children, young people and families as well as for staff:

Anxiety UK Telephone: 03444 775 774 Email: support@anxietyuk.org.uk

Live Chat Advisory Service is available during office hours, via the website.

Text: 07537 416 905 Services are available Monday – Friday 9.30am – 5.30pm (excluding bank holidays)

Education Support - Providing mental health and wellbeing support service to all educational staff

https://www.educationsupport.org.uk/

Helpline 08000 562 561

Mental Health Foundation

https://www.mentalhealth.org.uk/publications/make-it-count-guide-for-teachers

Including the five ways to wellbeing

Anna Freud

https://www.annafreud.org/what-we-do/schools-in-mind/resources-for-schools/we-all-have-mental-health-animation-teacher-toolkit/

Calm

Campaign against living miserably for men aged 15 – 35

Phone – 0800 58 58 58 daily 5pm – midnight   www.thecalmzone.net

Mind

Phone 0300 123 3393 Monday to Friday 9am to 6pm

www.mind.org.uk

Samaritans

www.samaritans.org.uk

Sane

0300304 7000 4.30 – 10.30pm

Sane.org.uk

YoungMinds

Parents helpline 0808 802 5544 Mon-Fri 9.30am – 4pm

www.youngminds.org.uk

NSPCC

0808 800 5000 for adults

www.nspcc.org.uk

Parental support

https://number22.org/info-for-parents/

No Panic

https://nopanic.org.uk/resources/

NHS support

https://www.nhs.uk/oneyou/every-mind-matters/your-mind-plan-quiz/?WT.tsrc=Search&WT.mc_id=MentalHealthGeneric&gclid=EAIaIQobChMI06DN1Y2z6AIVFuDtCh2J3wdCEAAYASAAEgIDzvD_BwE

https://www.nhs.uk/using-the-nhs/nhs-services/mental-health-services/camhs-information-for-children-and-young-people/

https://www.nhs.uk/conditions/stress-anxiety-depression/

https://www.nhs.uk/conditions/stress-anxiety-depression/moodzone-mental-wellbeing-audio-guides/

Big White Wall

Big White Wall is a unique online mental health and wellbeing service offering self-help programmes and creative outlets.
MindEd

MindEd for Families give safe and reliable advice to parents and carers about young people's mental health.
Moodscope

Moodscope exist in order to help people to positively manage their moods.

Papyrus

Papyrus gives non-judgemental support, advice and information for those dealing with suicide, depression or emotional distress.
Tel: 08000 68 41 41

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Advice for the education sector is being updated daily.

The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline email **DfE.coronavirushelpline@education.gov.uk** Telephone 0800 046 8687

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact our helpline. Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm. If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.

All staff who are working from home will be asked to email confirming the above.