



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

**Policy Date: 31st March 2020  
Version: 1  
Date shared with staff: 8<sup>th</sup> April 2020**

## 1. Context

From 20<sup>th</sup> 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.
- children who are deemed vulnerable – Child protection -*There is an expectation that vulnerable children who have a social worker will attend provision, so long as they do not have underlying health conditions that put them at severe risk*
- children with an ECHP whose needs cannot be safely met at home

This addendum of Westhaven School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

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## 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 (EHCP) 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 a **Child 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 deputies) know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Westhaven 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: Tracy Towler.

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 school safeguarding leads will explore the reasons for this directly with the parent.

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

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

### **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.

Westhaven School and social workers will agree with parents/carers whether any child who is supported by social care as a 'child in need' should be attending school. Westhaven School will then follow up on any pupil that is expected to attend and subsequently does not. Our school will also follow up with any parent or carer who has arranged care for their child and the child subsequently does not attend. This will be completed in line with our Child Missing Education procedures and will be timely.

To support the above, we 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, we will notify their social worker as soon as possible.

### **DSL**

Our school wherever possible will have a trained DSL (or deputy) available on site. Where this is not possible, a trained DSL (or deputy) will be available to be contacted via phone or online video - 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 child protection documents, updating records 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. The DSL will advise on all these matters.

In the event that there is no DSL, DDSL or Senior leader available (due to sickness), our school has made arrangements with Westhaven School to provide additional advice and support.

Our school shall ensure that all 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 contact them if they have a concern.

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 standard school process outlined in the school Safeguarding Policy.

### **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 either face to face or on the phone, with a follow up email.

Concerns around the Headteacher should be directed to the Safeguarding Governor, Kellie Long who 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 will either have had annual safeguarding refresher training or will complete an online refresher as provided by the local authority. All staff members 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, 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, we will continue to follow the relevant safer recruitment processes for the 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 we 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.

We 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.

We 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.'

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, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in school**

Westhaven School will continue to provide a safe environment, including online learning which includes the use of an online filtering system.

Where students are using computers or iPad in school appropriate supervision must always 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.

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

Where our school intends to deliver any virtual lessons, for example via webcam/livestream we will be mindful of the following:

- For primary students video links and feedback on work should be via a parents email address, group emails should use BCC to protect email identity
- Online learning should be in a room where parents can supervise child's activity
- 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**

We are committed to ensuring the safety and wellbeing of all our Children and Young people.

Where the DSL and safeguarding team, 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 and their family.

Details of this plan must be recorded as should a record of contacts made.

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

Our school also considers in these times, family circumstances can change quickly and therefore new families may arise as in need or vulnerable. We will keep communication with all families open which can include remote contact, phone contact, door-step visits which will be recorded. We aim to engage with every family at least fortnightly.

We will also ensure that families are aware of how they may contact our pastoral care/ safeguarding team for support. This will be via Sarah Tuttiett (01934 632171 or [sarah.tuttiet@westhavenschool.org.uk](mailto:sarah.tuttiet@westhavenschool.org.uk)).

Our school will share safeguarding and pastoral support messages on its website and 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. We will take this into consideration when providing work and updates families and students.

As a 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 where appropriate recorded.

### **Supporting children in school**

We are committed to ensuring the safety and wellbeing of all our students.



Our 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.

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 where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

If the SLT has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed immediately with the Local Authority.

### **Peer on Peer Abuse**

Our 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 and appropriate referrals made.