

## Safeguarding Policy: September 2020

### Annex 1: COVID-19 school closure arrangements for Safeguarding and Child Protection at Witchford Village College

#### 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.

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 Witchford Village College Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Email
Designated Safeguarding Lead	Bessie Owen (Head of School)	<a href="mailto:bowen@wvc.tmet.org.uk">bowen@wvc.tmet.org.uk</a>
Deputy Designated Safeguarding Leads	Zoe Tregear (Assistant Headteacher) Nick Harrison (Assistant Headteacher) Chris Armour (Assistant Headteacher) Cathy Abrahams (Assistant Headteacher) Ian Cook (Head of Year 7) Natalie Paine (SENCo) Zoe Dingley (Student Services Support) Sharon Bogunovic (Student Services Support) Tracey Orchard (Young Carers Lead)	<a href="mailto:ztregear@wvc.tmet.org.uk">ztregear@wvc.tmet.org.uk</a> <a href="mailto:nharrison@wvc.tmet.org.uk">nharrison@wvc.tmet.org.uk</a> <a href="mailto:carmour@wvc.tmet.org.uk">carmour@wvc.tmet.org.uk</a> <a href="mailto:cabrahams@wvc.tmet.org.uk">cabrahams@wvc.tmet.org.uk</a> <a href="mailto:icook@wvc.tmet.org.uk">icook@wvc.tmet.org.uk</a> <a href="mailto:npaine@wvc.tmet.org.uk">npaine@wvc.tmet.org.uk</a> <a href="mailto:zdingley@wvc.tmet.org.uk">zdingley@wvc.tmet.org.uk</a> <a href="mailto:sbogunovic@wvc.tmet.org.uk">sbogunovic@wvc.tmet.org.uk</a> <a href="mailto:torchard@wvc.tmet.org.uk">torchard@wvc.tmet.org.uk</a>
Head of School	Bessie Owen	<a href="mailto:Bowen@wvc.tmet.org.uk">Bowen@wvc.tmet.org.uk</a>
Executive Headteacher	Rolf Purvis	<a href="mailto:rpurvis@wvc.tmet.org.uk">rpurvis@wvc.tmet.org.uk</a>
Chair of Governors/ Designated Safeguarding Governor	Ray Harding	<a href="mailto:rharding@wvc.tmet.org.uk">rharding@wvc.tmet.org.uk</a>

## 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 (LAC) 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.

Senior leaders, especially the DSL (and DDSL) 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.

Witchford Village College will continue to help protect vulnerable children by 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 **Bessie Owen (DSL)**.

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 COVID19, the School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Witchford Village College will encourage our vulnerable children and young people to attend 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.

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 and Local Authority by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the School has closed, we will complete the return once, as requested by the DfE.

Witchford Village College and social workers will agree with parents/carers whether children in need (CIN) should be attending school – the School will then follow-up on any pupil that they were expecting to attend, who does not. The DSLs 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 through the DSLs will notify their social worker.

## **Designated Safeguarding Lead (DSL)**

Witchford Village College has a Designated Safeguarding Lead (DSL) a number of Designated Safeguarding Persons (DSPs) for each part of the School.

The Designated Safeguarding Lead is: **Bessie Owen (Head of School)**

The Deputy Designated Safeguarding persons are:

**Zoe Tregear (Assistant Headteacher)**  
**Nick Harrison (Assistant Headteacher)**  
**Chris Armour (Assistant Headteacher)**  
**Cathy Abrahams (Assistant Headteacher)**  
**Ian Cook (Head of Year 7)**  
**Natalie Paine (SENCo)**  
**Zoe Dingley (Student Services Support)**  
**Sharon Bogunovic (Student Services Support)**  
**Tracey Orchard (Young Carers Lead)**

The optimal scenario is to have a trained DSL (or DSP) 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.

Where a trained DSL (or DSP) 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 MyConcern and liaising with the offsite DSL (or DSP) 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 staff and volunteers have access to a trained DSL (or DSP). On each day, the staff on-site 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 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's Safeguarding Policy; this includes making a **report via MyConcern**, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead and relevant Head. 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 refer their concern directly to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Head should be directed to the CEO: Lucy Scott [lscott@chesterton.cambs.sch.uk](mailto:lscott@chesterton.cambs.sch.uk)

## 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 DSP) who has been trained will continue to be classed as a trained DSL (or DSP) 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 and Annex A (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 by one of the DSLs.

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, 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 (2019).

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 Witchford Village College 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.

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 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Witchford Village College 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 **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 Witchford Village College's **Staff 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.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- The live class should be recorded at all times, so that if any issues were to arise, the video can be reviewed
- **Groups only.** 1:1s should be avoided and can only occur if a parent has given you specific consent; their consent must be recorded in the live class video at the start of every session
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- 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
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms specified by the School – i.e. Teams - to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

### **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 or young person 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 MyConcern**, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded.

Witchford Village College and its DSLs 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 DSLs will consider any referrals as appropriate.

The School will share safeguarding 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. Teachers at Witchford Village College need to be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

Witchford Village College is committed to ensuring the safety and wellbeing of all its pupils.

The School will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on-site and staff to pupil 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 from the Pastoral and Wellbeing Teams. This will be bespoke to each child and recorded on MyConcern.

Where the School has concerns about the impact of staff absence – such as our Designated Safeguarding Leads or first aiders – we will discuss them immediately with our Governors.

### **Peer-on-Peer Abuse**

Witchford Village College 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 the School's **Safeguarding 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 MyConcern** and appropriate referrals made.