



## **SAFEGUARDING AND CHILD PROTECTION DURING COVID-19 SCHOOL CLOSURE**

The school remains open only for a limited number of children. The school's current Safeguarding and Child Protection arrangements remain in place as outlined in our published policy, however, this document outlines details of specific arrangements which apply during this period.

### **Safeguarding priority**

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

### **Safeguarding partners' advice**

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice is below:

The way schools and colleges 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 college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- 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

### **Covid 19 Resources added to Derby & Derbyshire Safeguarding Children Partnership Online Procedures**

Following the introduction of the Coronavirus Act, Tri.x have created an additional COVID Standalone Resource which contains relevant changes and information as they relate to key procedures. Tri.x will now be adding a link to this resource from our online procedures manual. This information should NOT be used as a substitute for local directives and practitioners (regardless of setting) should contact their line manager for their organisation's latest guidance.

Over the last week, Tri.x have also created an online Resource for COVID – 19 which can be found on their website resource-hub. This resource collates useful information across adults and children’s services in one place, and links to relevant guidance as it becomes available. We have added a link to this resource from all procedures manuals.

The home page of the resource will allow you view the relevant manual for your area of work, for example: Childrens social care and safeguarding. This resource will remain in place for the duration of the Coronavirus crisis and will be updated on a regular basis as guidance changes. The resource is designed with practitioners in mind, and seeks to reflect- in one place - how any new and updated guidance will impact on procedures and practice. Tri.x will also continue to update the original resource page on their website with useful information and links.

<https://www.proceduresonline.com/resources/covid19/>

<https://derbyshirescbs.proceduresonline.com/index.htm>

<https://www.trixonline.co.uk/resource-hub/>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

### **Vulnerable children**

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

The lead person is : Sarah Hadwin (CP & Safeguarding)

James Hatton (SEND)

The Department for Education’s (DfE’s) definition of ‘vulnerable children’ includes those who:

Have a social worker, including children:

- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan

### **Attendance monitoring**

The school will follow up on any student that was expected to attend during this period and who does 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. When possible, we will make visits in order to ensure the safety of learners. The Attendance team work closely with SLT Links (from daily rota system) and travel to vulnerable homes where the parent/s either cannot pick up lunches either due to travel or through self-isolation and/or social distancing. This allows the team to ‘check in’ on families, whilst still keeping an adequate distance away. This system will be replaced with vouchers after the Easter break. As a school, we will continue to work with families that have been on a targeted list, to ensure that work is being completed whilst at home. This can be monitored by staff via our CLASS CHARTS system.

The lead person is: Sam Davies

### Designated Safeguarding Lead

Wherever possible the school will have a trained DSL or nominated person available on site. Where this is not possible, a trained DSL or nominated person will be available for contact via telephone.

Where a trained DSL or nominated person is not on site, in addition to the above, a Senior Leader will assume responsibility for co-ordinating safeguarding on site.

The DSL will continue to engage with social workers and contribute to multi agency meetings remotely.

The DSL is: Sarah Hadwin

Other nominated persons: Hayley Stubbs, Zoe House, Sam Davies, Katy Heffern.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be as the rota indicates at the start of this policy.

You can contact them by email or phone.

### Important contacts:

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sarah Hadwin	<a href="mailto:shadwin@leesbrook.co.uk">shadwin@leesbrook.co.uk</a>
Deputy DSL	Hayley Stubbs	<a href="mailto:hstubbs@leesbrook.co.uk">hstubbs@leesbrook.co.uk</a>
Other contactable DSL(s) and/or deputy DSL(s)	Sam Davies Zoe House Katy Heffern	<a href="mailto:sdavies@leesbrook.co.uk">sdavies@leesbrook.co.uk</a> <a href="mailto:zhouse@leesbrook.co.uk">zhouse@leesbrook.co.uk</a> <a href="mailto:cheffern@leesbrook.co.uk">cheffern@leesbrook.co.uk</a>

ROLE	NAME	CONTACT DETAILS
Designated member of senior leadership team if DSL (and deputy) can't be on site	Zoe House (Monday) Sarah Hadwin (Tuesday)  Mark Hatton (Wednesday) Steve Geary (Thursday) Steve Smith (Friday)	<a href="mailto:zhouse@leesbrook.co.uk">zhouse@leesbrook.co.uk</a> <a href="mailto:shadwin@leesbrook.co.uk">shadwin@leesbrook.co.uk</a> <a href="mailto:Mhatton@leesbrook.co.uk">Mhatton@leesbrook.co.uk</a> <a href="mailto:Sgeary@leesbrook.co.uk">Sgeary@leesbrook.co.uk</a> <a href="mailto:Ssmith1@leesbrook.co.uk">Ssmith1@leesbrook.co.uk</a>
Headteacher	Zoe House	<a href="mailto:zhouse@leesbrook.co.uk">zhouse@leesbrook.co.uk</a>
Local authority designated officer (LADO)	Derby City Council	(01332) 642376
Chair of governors	Mike Ainsley	<a href="mailto:Mike.ainsley@gmail.com">Mike.ainsley@gmail.com</a>

### Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the safeguarding policy i.e. My Concerns. If a staff member becomes concerned whilst working at home and is unable to use remote access, they should report their concern by emailing the Head teacher and DSL.

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

- Staff are still to use MY CONCERNS reporting system. This will be dealt with in a swift and timely manner.
- Form Tutors to make regular contact with their tutees. Any concerns are passed to the Inclusion team.
- Those on EHCP/Vulnerable/attendance issues and working with our DMHL, receive regular communication through telephone calls. These calls are logged and any issues are addressed.
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As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

## **Safeguarding Training**

For the period COVID-19 measures are in place, a DSL (or nominated person) who has been trained will continue to be classed as a trained DSL even if the refresher training has been missed.

All school staff have annual safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff and new local arrangements.

Where new staff are recruited, or new volunteers are used, they will continue to be provided with the school's safeguarding induction.

All SLT staff are completing Level 3 Safeguarding Course (online) during this period of school closure to assist during this time.

## **Safer Recruitment**

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.

The school will continue to follow the legal duty to refer to the DBS and Teacher Regulation Agency, anyone who poses a risk of harm.

The school will ensure that, on any given day, only staff/volunteers who have the relevant checks are on site.

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.

If school have concerns about a member of staff whilst in school, this should be reported in the first instance to the SLT Lead for that day. This will then be discussed with the DSL/Head and a potential LADO referral made. If the concern is about the DSL/SLT Lead and/or Head, the matter should be passed to the Chair of Governors.

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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **Online safety**

The school will continue to provide a safe environment, including online and where students are using computers in school, appropriate supervision will be in place.

Staff who are interacting with children online will continue to look out for signs that a child may be at risk and use the usual reporting mechanisms if necessary.

The school will ensure any use of online learning tools and systems is in accordance with the Trust's Data protection policy.

## **In school**

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to liaise with other schools within Locality 1 & 5 in order to seek support and guidance. However, our IT staff work on a rota to ensure this should not occur.

### **Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff Code of Conduct. Staff have been reminded of not using personal emails during this time. A reminder has been sent out to ensure staff are aware of their own Safeguarding, as well as Safeguarding of students.

Any changes to the normal routine needs to be discussed with their respective Learning Directors/ SLT Links.

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 reporting procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

### **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, 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 remote teaching and resources our school provides

- Know where else they can go for support to keep their children safe online

- Add regular updates and resources via text (links) and added on to the school's website.

### **Supporting children not in school**

The school is committed to ensuring the safety and well-being of all its students who are not in school and a robust communication plan is in place. This will be reviewed at least once a fortnight by the DSL.

The school recognises that school is a protective factor for children and young people and that the current circumstances can affect their mental health and that of their parents/carers. Staff will be aware of this in setting expectations of student's work where they are at home.

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our school's Designated Mental Health Lead (DMHL) is speaking to key individuals, either via telephone or via 'ZOOM'. This is pre-arranged and the DMHL talks to parents first, ensuring that this is acceptable and that they are to remain in the family home whilst the communication is taking place. The DMHL uses the parent's phone and ensures there is a set amount of time for these meetings to take place. The DMHL liaises weekly with the DSL/SLT Link to review these processes.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. Materials/resources have been sent out to young people who were signposted as potentially struggling.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

### **Supporting children in school**

The school will continue to be a safe place for those students who attend during this period. The Head teacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate to maximise safety.

The school will refer to the Government guidance 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.

### **Peer on Peer Abuse**

The school recognises that during the closure period, a revised process may be required for managing any incidents. The school will follow the principles set out in part 5 KSCIE and those outlined in the Safeguarding policy.

### **Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy