

Safeguarding Policy Addendum

Old Park School

Person Responsible:

Miss Jodie Colbourne

Date of Policy:

01st April 2020

Last Updated:

Next Update:

As required



COVID-19 school closure arrangements for Safeguarding and Child Protection

This addendum of Old Park School's Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

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1. 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 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.

2. Key contacts

Role	Name	Contact details
Designated Safeguarding Lead	Miss Jodie Colbourne	jcolbourne@old-park.dudley.sch.uk
Deputy Designated Safeguarding Lead	Mrs Michele Solecki	msolecki@old-park.dudley.sch.uk
Deputy Designated Safeguarding Lead	Mrs Leanne Powys Hedley	lpowis@old-park.dudley.sch.uk
Chair of Governors	Mr Alex Burns	aburns@old-park.dudley.sch.uk

3. 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 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 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. The vast majority of 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 Deputy) 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.

Old Park 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: Miss Jodie Colbourne, Head teacher.

4. 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.

Old Park School and social workers will agree with parents/carers whether children in need should be attending school – Old Park School will then follow up on any pupil that they were expecting to attend, who does not.

To support the above, Old Park School will, when communicating with parents/carers and 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, Old Park School will notify their social worker.

5. Designated Safeguarding Lead

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- for example when working from home. In exceptional circumstances where this is not possible, Old Park School will access support from the local authority Education Safeguarding Lead, Rebecca Jessop.

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 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.

On each day staff on site will be made aware of who that person is and how to speak to them.

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

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in Old Park School Safeguarding Policy, 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 email the Designated Safeguarding Lead. 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 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 around the Headteacher should be directed to the Chair of Governors:
Mr Alex Burns.

7. 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 have had safeguarding training and 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 enter Old Park 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

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.

8. 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, Old Park School will continue

to follow the relevant safer recruitment processes for our 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.

Old Park 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.

Old Park 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

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 will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Old Park School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools and colleges

Old Park 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.

10. Children and online safety away from school

It is important that all staff who interact with children and their families, 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.

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

At Old Park School we will utilise School's Facebook account and the Old Park Home Learning Page to share activities with parents that they can do with their children at home. This page will be monitored on a daily basis.

Staff must not request or accept requests from parents to add them to their 'Friends' group.

This does not apply to staff who know parents personally outside of the working environment. However, these staff members must consider their professional capacity when engaging in private communication with parents of our pupils.

Below are some things to consider when sharing activities, especially where webcams are involved:

- ✓ 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 if possible
- ✓ Language must be professional and appropriate, including any family members in the background.
- ✓ Staff should record any professional communication with parents in CPOMS
- ✓ Staff must report any concerns to the DSL without delay via telephone and follow that with recording it on CPOMS

11. Supporting children not in school

Old Park 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 is in place for that child or young person.

Details of this communication must be recorded on CPOMS.

The communication can include email or phone contact. Door-step visits may be used in personalised circumstances. Other individualised contact methods should be considered and recorded.

Old Park School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication with the families.

Old Park School staff will make contact with all families at least once a week and where concerns arise, the DSL will consider any referrals as appropriate.

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

Old Park School recognises 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 Old Park School need to be aware of this in setting expectations of pupils' work where they are at home.

Old Park 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 on CPOMS.

12. Supporting children in school

Old Park School is committed to ensuring the safety and wellbeing of all its students. Old Park 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.

Old Park 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 COVID19.

Where Old Park School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Local Authority.

13. Peer on Peer Abuse

Old Park 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.

The school will listen to 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.

14. Addendum review arrangements

Old Park School will review the content of this addendum in line with Government guidelines as and when necessary.

J.Colbourne 01.04.2020