



# COVID-19 Safeguarding Addendum

**January 2021**

**Date of Next Review: In Line with Government Policy**

**Person Responsible: Miss Jodie Colbourne**

## Old Park School

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

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### Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Miss Jodie Colbourne	01384 818905	jcolbourne@old-park.dudley.sch.uk
Deputy Designated Safeguarding Lead	Mrs Michele Solecki	01384 818905	msolecki@old-park.dudley.sch.uk
Deputy Designated Safeguarding Lead	Mrs Leanne Powis-Hedley	01384 818905	lpowis@old-park.dudley.sch.uk
Chair of Governors	Mr Alex Burns	01384 818905	aburns@old-park.dudley.sch.uk

## 1. Context

From 5<sup>th</sup> January 2021 Schools and all childcare providers are 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.

What parents and carers need to know about early years providers, schools and colleges:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/951035/210108\\_Parents\\_Guidance\\_vF.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951035/210108_Parents_Guidance_vF.pdf)

Critical workers and vulnerable children who can access schools or educational settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Guidance for Full Opening: Special Schools and other Specialist Settings:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Providing school meals during the coronavirus (COVID-19) outbreak:

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

## 2. 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 be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. The new guidance states that there is no requirement to risk assess children this time.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

**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) [Andrew.Wright@dudley.gov.uk](mailto:Andrew.Wright@dudley.gov.uk) for looked-after and previously looked-after children. The lead person for this will be: **Miss Jodie Colbourne**.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they are not clinically, extremely vulnerable and have been advised to shield. 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 **Old Park School** will explore the reasons for this directly with the parent.

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

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

### **3. Attendance monitoring**

Schools will need to continue to complete their usual day-to-day attendance processes and follow up on non-attendance of pupils who are expected to be in attendance. Old Park School will follow up on any pupil that they expect to attend and subsequently does not.

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining).

Schools and colleges should encourage vulnerable children to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. The Department for Education expects schools and colleges to grant such applications for leave given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

As with vulnerable children, critical worker parents and carers should let schools know if their child will not be attending and, if not, schools should grant a leave of absence (code C) given the exceptional circumstances.

All pupils who are not expected to be in school should be marked as Code X. They are not attending because they are following public health advice.

To support the above, Old Park School will, when communicating with parents/carers and allocated social workers, etc., 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 allocated social worker.

### **4. Designated Safeguarding Lead**

Old Park school has a Designated Safeguarding Lead (DSL) and two Deputy DSL's.

The Designated Safeguarding Lead is Miss Jodie Colbourne.

The Deputy Designated Safeguarding Lead is Mrs Michelle Solecki.

The Deputy Designated Safeguarding Lead is Mrs Leanne Powis-Hedley.

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 contact 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 our child protection online management system 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.

It is important that all **Old Park School** 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 speak to them.

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

## **5. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy; this includes making a report via CPOMS, which can be remotely. This should be followed up with a conversation in person or by telephone with one of the DSL's.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher, etc. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately.

Significant safeguarding concerns will be discussed with the MASH team or the child's allocated social worker.

MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays.  
Email: [MASH\\_Referrals@dudley.gov.uk](mailto:MASH_Referrals@dudley.gov.uk)

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 verbally, and then followed up with an email to the headteacher. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown [Allegations@dudley.gov.uk](mailto:Allegations@dudley.gov.uk)

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Alex Burns.

## **6. Safeguarding Training and induction**

DSL training will continue to take place virtually where needed.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (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 **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.

## **7. 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 their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (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 **Old Park School** are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 166 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

**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 in KCSIE or contact LADO, for advice and guidance.

**Old Park School** will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 173 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 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 153 to 159 in KCSIE.

## **8. 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.

## **9. 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.

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

## **10. Virtual/Online & Remote Learning**

At Old Park we recognise that virtual sessions for some of our pupils are extremely beneficial, especially those who need to shield longer term or those who are reliant on structure and routine. We are able to offer virtual sessions for identified families using WhatsApp, Microsoft Teams and Zoom. Sessions will be limited to a maximum of 15 minutes.

### **Staff**

At least two members of staff will be present during each session.

Where possible –

- The sessions must be recorded.
- A Waiting Room should be opened.
- The meeting should be locked after all anticipated participants have signed in.

A log should be kept on CPOMS of the date, time, duration and attendees present during the session.

Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate.

Staff must use appropriate, professional language.

Any Safeguarding concerns should be raised with the Designated Lead. The session should be stopped if there are immediate concerns.

### **Parents**

Parents' consent to the session being recorded by the school and agree not to make any recordings of the session.

The content of each session is confidential as are the password and invitation codes.

A parent must be present with the child during the session. Other members of the household should not be visible or audible.

Parents must dress in appropriate clothing and use appropriate language.

Parents should be aware of the pupil expectations set out below.

### **Pupils**

Pupils should be dressed appropriately in front of a suitable background.

## **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 plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, 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.

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

This plan must be reviewed regularly (weekly) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share 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.

## **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 – will discuss them immediately with our Governing board.

## **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 and of those outlined within of the Child Protection 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.

#### **14. Support from Local Authority**

Please refer to twice weekly updates from the Local Authority and continuous guidance from the DfE.

This policy was shared with Governors via Governorhub.