

Annex D

COVID-19 school closure arrangements for Safeguarding and Child Protection at Abbey College, Ramsey

School Name: Abbey College
Policy owner: Kate Wibberley
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I. 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.

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

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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 (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 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.

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.

Abbey College 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: Kate Wibberley

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 Abbey College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Abbey College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

Attendance monitoring

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

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Abbey College will notify the local Authority's Educating safeguarding manager.

Changes to attendance recording and daily online return to DfE

From Monday 23rd March 2020, educational settings will need to temporarily change their attendance recording practices. To minimise the burden on settings and ensure that only the most important information is submitted, settings must:

1. Stop taking your normal attendance registers
2. Complete a new streamlined record of attendance for all children attending the educational setting using a simple spreadsheet. Instructions about how settings should record attendance are included on the first tab in the spreadsheet. The spreadsheet is available at:
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
3. The spreadsheet will calculate the exact information needed to complete a short online form notifying the Department for Education about your status regarding COVID-19. The online form is available at:
 - <http://www.education.gov.uk/educational-setting-status>

Abbey College is also sending this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough,

Designated Safeguarding Lead

Abbey College school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Kate Wibberley

The Deputy Designated Safeguarding Lead is: Debbie Neal

The optimal scenario is to have a trained DSL (or deputy/ or DP) 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 deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

It is important that all Abbey College staff and volunteers have access to a trained DSL (or deputy/ DP). On each day staff on site will be made aware of that person is and how to speak to them (DP highlighted on staff weekly rota & on sign in register, all based in usual office or contacted via radio).

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 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 other DPs via the welfare@abbeycollege.cambs.sch.uk email. 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 one of the on duty SLT members or via email to the Headteacher or Designated Safeguarding Lead. 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:
Madeleine Jackson.

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/ DP) who has been trained will continue to be classed as a trained DSL (or deputy/ DP) 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 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, Abbey College 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) (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.

Abbey College 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.

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

All staff in school will be required to sign in and out every day on the staff register which lists which staff are expected in each week. Staff are not allowed on site when they are not on the register unless this has been agreed with the Headteacher or Designated Safeguarding Lead.

Online safety in schools and colleges

Abbey College 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 and college

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.

Online teaching should follow the same principles as set out in the code of conduct.

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

- No 1:1s, groups only
- 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 must only use platforms provided by Abbey College to communicate with pupils, this includes any live classes
- Staff should record, the length, time, date and attendance of any sessions held.

If you are going to look at using a site such as ZOOM to teach students, please ensure you are following the safeguarding points below:

- ***record a session with you teaching and then you can post this out to students***
- ***do not use as a live video with students logging in***

Supporting children not in school

Abbey College is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the 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.

Details of this plan is recorded in the AP TEAMS folder, this includes a vulnerable student list (students highlighted in red, amber or blue) depending on the required contact by a named member of staff and a record of the contact made is also included.

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

This plan must be reviewed regularly (at least once a fortnight) 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.

Abbey College 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 Abbey College need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Abbey College is committed to ensuring the safety and wellbeing of all its students.

Abbey College 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.

Abbey College 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 hand washing and other measures to limit the risk of spread of COVID-19.

Abbey College 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. Information on each student will be kept in a file by the Safeguarding Team should it at any point need to be sent to another setting if Abbey College were to be unable to continue to offer the provision.

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

Peer on Peer Abuse

Abbey 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 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 on MyConcern and appropriate referrals made.

New children at the school

We may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Governors on **7th April 2020** and is available on the school website at <https://www.abbeycollege.cambs.sch.uk/about-us/statutory-information>