



## VALLEY GARDENS MIDDLE SCHOOL DOCUMENT CONTROL SHEET

**Document Title:** VGMS Child Protection Addendum - COVID 19

### Revision History

Issue Number	Date	Reason for issue
1.1/1.2	29.3.20	issued to staff during initial stages of national lockdown
1.3	3.4.20	Updated in-line with computer policy
2.0	1.9.20	Reviewed and updated for September return
2.1	12.10.20	Updated with revised consent for remote learning.
3.0	11.1.21	Updated in light of new guidance and National Lockdown

### Document Authorisation

Issue Number	Date	Group
1.1/1.2	March 2020	Designated Safeguarding Lead (M Hope)
1.3	April 2020	M Hope
2.0	September 2020	M Hope
2.1	October 2020	M Hope
3.0	Jan 2021	M Hope

**Annex 1**



**Valley Gardens Middle School COVID -19  
Addendum to the Safeguarding and Child  
Protection Policy**

## **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.

On Friday 27 March 2020, the government published interim safeguarding guidance for schools, colleges and other providers during COVID 19. 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.

In June 2020, a limited cohort of pupils returned to school under supervised conditions, (in this context all Year 6 pupils), whilst other Year groups remained at home. Year 8 Pupils attended for one week in July to enable transition arrangements to take place.

In September 2020, schools were requested to fully reopen for all pupils - with safeguarding arrangements in place for pupils and staff on-site as well as provisions for remote learning and live-lessons built into the curriculum. The DfE at this time removed their Coronavirus Safeguarding advice, but the school adapted the policy to ensure that any extra safeguarding provision was catered for.

In January 2021 - 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 and vulnerable children - 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 Valley Gardens Middle School Safeguarding, and Child Protection policy contains details of our safeguarding arrangements in reference to the extra conditions created by Coronavirus. It should be read alongside the COVID 19 risk assessment for the school and the 2020/21 safeguarding policy for the school.

## 2. Reporting a concern and key contacts

The **DSL** for Valley Gardens is: Matthew Hope.

The **DDSL's** are: Nicholas Heaford, David Godfrey, Sam Wilson, Jonathan Roys, Paul McIntosh, Karen Ferguson and Neil Wallbank.

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 done remotely and should be completed that day.

If a concern is raised out of hours, the staff member should report the concern on CPOMS and alert the DSL using the contacts outlined in the school safeguarding policy and below. If a response is not received, you must continue to exhaust all contacts in the key contact section of the school child protection policy.

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 email the DSL or the Headteacher

Concerns around the Headteacher should be directed to the Chair of Governors.

A DSL or Deputy DSL will be on site to assist with concerns. Contact numbers and emails are also provided below if you need to speak with a particular colleague.

*The general number for the school remains **0191 917 6667** and during the school day, this should be rung prior to any mobile contacts*

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
Designated Safeguarding Lead	Matthew Hope	0191 917 6667 Safeguarding mobile: 07791375048 Personal: 07800578676	Matthew.Hope@valleygardensmiddle.org

Deputy Designated Safeguarding Lead	Nicholas Heaford	0191 917 6667 Mobile: 07845919636	Nicholas.Heaford@valleygardensmiddle.org
Deputy Designated Safeguarding Lead	Karen Ferguson	0191 917 6667 Mobile: 07967004291	Karen.Ferguson@Valleygardensmiddle.org
Deputy Designated Safeguarding Lead	Neil Wallbank	0191 917 6667 Mobile: 07402846804	Neil.Wallbank@Valleygardensmiddle.org
Deputy Designated Safeguarding Lead	Jonathan Roys	0191 917 6667 Mobile: 07547927910	Jonathan.Roys@valleygardensmiddle.org
Deputy Designated Safeguarding Lead	Paul McIntosh	0191 917 6667 Mobile: 07834179175	Paul.McIntosh@valleygardensmiddle.org
Headteacher /DDSL	David Godfrey	0191 917 6667 Mobile: 07961586102	David.Godfrey@valleygardensmiddle.org
Chair of Governors	David Nisbett	01919176667	C/O: Hayley.tate@valleygardensmiddle.org
Safeguarding Governor	Lynn Johnson	0191 917 6667	Lynn.johnson@valleygardensmiddle.org

### Other key contacts:

- North Tyneside Front Door – 0345 2000 109
- MASH dedicated telephone advice line to safeguarding professionals - 0191 643 5555
- Someonecares Counselling Service - [referrals@someonecares.org.uk](mailto:referrals@someonecares.org.uk) 0191 2578094

### 3. Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. The school also maintains a tiered TLC list where pupils with particular needs can be identified and supported. The school offers extra pastoral support for these pupils during the current conditions, such as providing laptops for home education (when needed) and extra mental health support where required.

Valley Gardens Middle 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 the Designated Teacher – Matthew Hope. Staff will continue to attend meetings remotely, or where appropriate face-to-face, provided all COVID 19 risk assessments are completed.

Valley Gardens Middle School monitors all remote learning for pupils, but particularly for vulnerable pupils and staff will intervene if there are any concerns. The school will identify and encourage Vulnerable Learners to attend where appropriate.

#### **4. Attendance monitoring**

The school day continues to run as normal and remote learning is linked to regular lesson times. Staff continue to monitor attendance of all pupils within school which is marked appropriately.

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

Vulnerable children who are still *expected* to attend school full time, will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The school will grant leave of absence in such cases using code C or the most appropriate code.

Staff will determine which children are vulnerable via ongoing risk assessment and will encourage such children to attend school.

## **5. Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will continue to provide training to staff, both remote and in person and will continue to update via regular emails and announcements at briefing.

Where new staff are recruited, or new volunteers enter, they will continue to be provided with a safeguarding induction.

The visitors handbook has been updated to take account of all COVID safe requirements for our school.

### ***Volunteers***

Valley Gardens Middle School may use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Valley Gardens Middle School will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

## **6. Virtual learning protocols: Remote learning and live learning.**

Virtual learning is a method by which a class teacher will take a lesson online so that children can learn from home. The teacher will either film and stream themselves directly teaching the lesson, or narrate and talk over a presentation or learning resource to provide guidance. The sessions are interactive and children participating will be able to ask questions online to deepen their understanding – working with the teacher as they would in a classroom.

Virtual learning will take place in the event of children having to be sent home to self-isolate and during periods of lockdown such as those present from January 5th 2021;

- Virtual learning will only be delivered by approved staff from Valley Gardens Middle School
- Virtual learning is the preferred method of remote learning offered by the school, but must be consented to by parent/carers. Parent/carers who are unable or unwilling to access virtual learning should contact the school for alternative support.
- Pupils and staff will only make use of the software and platforms that has been risk assessed and approved for virtual learning by the school.
- Pupils and staff will only communicate through the approved channels established by the school and at the approved times.

In the event of virtual learning having to be used, pupils will be sent instructions via their school email account and/or through the Google Classroom set up for their class. Virtual lessons will be held at the same time they would normally take place on the school timetable, with the assigned teacher for the lesson taking the class. In the event of technical difficulties parent/carers can also contact the school office at [vgmsoffice@valleygardensmiddle.org](mailto:vgmsoffice@valleygardensmiddle.org) and we will provide assistance.

### **Safeguarding & Data Protection**

Staff and pupils will abide by the school code-of-conduct at all times and all virtual lessons will be recorded. This recording will not be shared with any outside third parties and will not be used by the school at a later date without the consent of any participants filmed during the recording. The school will take all appropriate measures to protect all personal data in line with GDPR.

Staff and pupils will only communicate via valid school email accounts and aim to only communicate during school hours for the purposes of virtual learning. Staff and pupils are advised not to share any personal information during virtual learning sessions.



The information provided in this document applies to whole class virtual teaching. If a situation should arise where one-to-one interaction is required, additional risk assessments and safeguarding procedures will be put in place.

If a parent/carer, pupil or member of staff becomes aware of, or has a safeguarding concern during a virtual lesson they must report it to the schools safeguarding lead: Designated Safeguarding Lead: [Matthew.hope@valleygardensmiddle.org](mailto:Matthew.hope@valleygardensmiddle.org)

### Agreed Conduct

- Only the pupil should be visible or audible during the lesson, other members of the household should not interact with the class. Pupils should wear headphones for GDPR reasons whilst taking part in a 'live lesson'.
- Parent/carers should be aware that virtual learning is taking place and ensure they have given consent for this to happen
- The device used for the lesson should be, where practical, in an area of the house where it is conducive to work, but not isolated (try to use a quiet room downstairs if possible)
- The background should be as neutral as feasibly possible and personal information should be protected (photos of family members should be removed for example)
- Pupils and staff will both be dressed appropriately. For the pupils this should be the same way as they would on a non-uniform day in school
- Normal school rules apply, be sensible, kind and respectful.

In the unlikely event that a pupil is being disruptive to the learning of others, they will be muted, or removed from the virtual classroom and we will contact you directly to let you know our concerns. Inappropriate behaviour will continue to be logged and recorded on our school systems and teachers can still issue demerits via our epraise system.

Pupils should not use nicknames on Microsoft Teams, or if they are using a parent/carers account – try to change the name, or identify themselves early in the session so that the teacher is aware of who they are.

The chat function on Microsoft Teams is for educational purposes only, and should only be used if directed by the teacher.

If a pupil has a concern about something that has happened in a remote learning session involving something a peer has said or done, they should contact their class teacher who will review the recording, or the chat log, if needed and take appropriate action.

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

Valley Gardens Middle School is committed to ensuring the safety and wellbeing of all its Children and Young people.

In the instance of vulnerable children being asked to self-isolate, all pertinent information including check-ins, visits and concerns will be recorded by staff on the schools CPOM system. The school will maintain pastoral care by contacting parent/carers and providing support if needed.

The school will continue to share safeguarding messages on its website and social media pages and sends regular updates and information to parent/carers.

Valley Gardens 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 need to be aware of this in setting expectations of pupils' work where they are at home. The school has chosen to ensure that the work set at home links to our curriculum and have provided facilities for parent/carers to get in touch to alert us to issues with home-learning.

Staff will continue to report any concerns and contact with parent/guardians through the use of the CPOMS system.

- **8 Supporting children in school**

Valley Gardens Middle School is committed to ensuring the safety and wellbeing of all its students. Valley Gardens Middle School will continue to be a safe space for all children to attend and flourish.

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 COVID19.

The school operates a quality assured risk-assessment for COVID 19 that should be referred to on specifics on how the premises have been kept safe. This includes teaching in bubbles, using different areas of the school for playtime and having minimal movement around the building.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – Team leaders will discuss this immediately with the schools SLT.