

Appendix 3 **COVID-19 school closure arrangements for Safeguarding and Child Protection at Lister Community School**

Policy owner: Alice Clay

Date: 7.1.21

Date shared with staff: previous version was shared in April 2020

Context

From 4th 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 - 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.

The way the school is 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 the school 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

The school will, as far as is reasonably possible, continue to take a whole institution approach to safeguarding. This will mean that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our Safeguarding, and Child Protection policy. This appendix takes into account recently released government guidance as follows and may be updated as further guidance is released:

Coronavirus (Covid-19) Safeguarding in Schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Coronavirus (Covid-19) Guidance on Vulnerable Children and Young People

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people#children-with-education-health-and-care-ehc-plans>

This appendix of the Lister Community School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Vulnerable children
2. Attendance monitoring
3. Designated Safeguarding Lead.....
4. Reporting a concern
5. Safeguarding Training and induction.....
6. Safer recruitment/volunteers and movement of staff.....
7. Online safety in schools and colleges.....
8. Children and online safety away from school and college.....
9. Supporting children not in school
10. Supporting children in school
11. Peer on Peer Abuse

Lister Community School safeguarding key contacts:

Name	Role	Phone	email
Alice Clay	Designated Safeguarding Lead	07950 594 368	safeguarding@lister.newham.sch.uk
Deborah Hegan	Deputy Designated Safeguarding Lead	07508 191 109	safeguarding@lister.newham.sch.uk
Carla Colquhoun	Lead Child Protection Officer		safeguarding@lister.newham.sch.uk
Amanda Davies	Child Protection Officer		safeguarding@lister.newham.sch.uk
Anthony Wilson	Headteacher		anthony.wilson@lister.newham.sch.uk
Eileen Griffin	Associate Headteacher		eileen.griffin@lister.newham.sch.uk

Vulnerable children

During the lockdown period the school remains open to vulnerable children. The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion ("otherwise vulnerable").

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.

Lister Community 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: Alice Clay.

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, Lister Community School, and where applicable the child's social worker, will explore the reasons for this directly with the parent. Where parents are

concerned about the risk of the child contracting COVID19, Lister Community School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Where a vulnerable child has a social worker, any decision regarding non-attendance will be made jointly with family and the social worker and will be recorded. We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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

To support the above, we 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, we will notify their social worker.

Designated Safeguarding Lead

Lister Community School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Alice Clay

The Deputy Designated Safeguarding Lead is: Deborah Hegan

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 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 child protection online management system, Safeguard 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 or college.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them. The DSL and Child Protection Team 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 Safeguard, which can be done remotely. In the unlikely event that a member of staff cannot access Safeguard from home, they should email safeguarding@lister.newham.sch.uk. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. If staff have reason to believe that any student is at imminent risk of harm, they must contact the police on 999.

Where staff are concerned about an adult working with children in the school, they should report the concern directly to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, staff should email the Headteacher who will then arrange a telephone discussion. Concerns around the Headteacher should be directed to the Chair of Governors: Abdul Rahim, arahimgovernor@lister.newham.sch.uk .

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 will 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 the 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

For movement within the NCST we will seek assurance from each school that the member of staff has received appropriate safeguarding training. 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, Lister Community 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.

If we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Lister Community 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. We 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, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in school

Lister Community 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.

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.

All staff working online should have checked the platforms they are using have been approved by the Online Safety member of LT - Alice Clay.

Staff should follow the staff guidelines and apply these to all interactions with students online.

Staff should avoid the use of personal phones to contact students wherever possible. However, where not possible, staff must ensure they block their numbers before calling students.

Staff must use the parental contact numbers on GO4S and SIMs rather than calling students directly, unless there is a safeguarding reason that has been cleared by a member of the Safeguarding Team.

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

Staff will not use webcams to teach students online unless this has been agreed by SLT. Video conferencing has been agreed for a small cohort of students and the staff and students involved must all abide by this [Protocol](#) for contacting students in the event of a school closure. In the event that we increase access to webcam teaching to other cohorts of students we will review this Protocol.

Supporting children not in school

Lister Community 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 we have set up systems to maintain regular contact with the student and family. This contact is recorded.

We will work closely with all stakeholders to maximise the effectiveness of any communication plan. Where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages. We recognise 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 also need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Lister Community School is committed to ensuring the safety and wellbeing of all its students. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We 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.

We will ensure that where we care for children of critical workers and vulnerable children on site, that appropriate support is in place for them. Where we have concerns about the impact of

staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss immediately with the Headteacher.

Peer on Peer Abuse

Lister Community 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 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 Safeguard and appropriate referrals made.