Oathall Community College

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex

School Name: Policy owner: Emma Green, Assistant Headteacher, Designated Safeguarding Lead
Date adopted: 6th April 2020
Date shared with staff: 16th April 2020

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This annex of the Oathall Community College Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.

This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

Contents

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Emma Green	07736 466332	egreen@oathall.org
Deputy Designated Safeguarding Lead	Toby Houghton	01444 414001	thoughton@oathall.org
Headteacher	Edward Rodriguez	07736 466330	erodriguez@oathall.org
Chair of Governors Safeguarding Governor	Rowena Chalk Brenda Brown		rchalk@oathall.org bbrown@oathall.org
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and CP during school partial closure;

Role	Name	Contact	Email
Assistant Head of house – DSL support	Jane Newnham	01444 414001	jnewnham@oathall.org
Assistant Head of house – DSL support	Karen Corbett	01444 414001	kcorbett@oathall.org

3.   Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; 'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out
of hours/out of term activities.'

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE
All DfE COVID-19 guidance is found here;
https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19

DfE Covid-19 safeguarding update here;
https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

Local Authority
All updates to schools are sent via the Director of Education.
http://schools.westsussex.gov.uk

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;
https://secure2.sla-online.co.uk/v3/Resources/Page/13966

4.   Capacity of DSL in our school;

If a Child Protection matter arises on-site at school. The member of staff must report it immediately to the SLT member of staff. If it is not Toby Houghton or Emma Green on duty, the SLT will contact one of them to report the concern. They will advise of next steps and/or take the concern forward. All SLT know the few children accessing education and their needs and why they are considered 'vulnerable'.

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

The Designated Safeguarding Lead is: Emma Green

The Deputy Designated Safeguarding Lead is: Toby Houghton

Contact details for these are;

Role	Name	Contact	Email
Assistant Headteacher	Emma Green	07736 466332	egreen@oathall.org
Deputy Headteacher	Toby Houghton	01444 414001	thoughton@oathall.org

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records
  Liaising with the offsite DSL (or deputy)

- Undertaking risk assessments for all pupils as necessary
  Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off-site

- Liaising with children's social workers where they require access to children in need carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5.   Safeguarding Training and Induction

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.

The DSL training dates for our staff are;

Name of staff member	Type of training and date of issue	Role in school
Emma Green	DSL refresher June 2019	Assistant Headteacher
Toby Houghton	DSL refresher November 2019	Deputy Headteacher
Jane Newnham	DSL 2 day training September 2019	Assistant Head of House
Laura Gyngell	1 day DSL training November 2019	Assistant Headteacher
Faye Hatchard	1 day DSL training November 2019	Assistant Headteacher
Karen Corbett	1 day DSL training March 2020	Assistant Head of House

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and

have access to key contacts to do this.

We will not be taking on any new volunteers during Covid 19. We have plenty of staff to cover the small number of children in school.

If we are instructed to merge with another school, Emma Green, the DSL will work with the DSL from the other school to address the safeguarding of children that are not from our own school.

We will consider:
Production of documents and suitability checks
Providing staff with key information, policy and procedures

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

Oathall Community 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).

7. Disclosure and Barring
Oathall Community College fully adheres to LA Model Safer Recruitment Policy as outlined here;

https://secure2.sla-online.co.uk/v3/Resources/Page/1314

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs who

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with an 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

Oathall Community College will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

Emma Green

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

9. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up a RAG rating to triage their open cases. During this period Oathall Community College will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Oathall Community College will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

Oathall Community College will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

Oathall Community College is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Oathall Community College will refer to all Government guidance and local 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 COVID-19.

12. Supporting children not in school

Oathall Community College is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

- Teachers, Form Tutors, Heads of House, Assistant Heads of House are regularly keeping in touch with students and families by email, text and phone calls.
- Students have been advised (in assemblies before we closed and by email from the DSL) of how to report concerns and that we are available to support them with any welfare issues
- Staff have been advised of our amended safeguarding procedures
- Pastoral teams have completed a risk assessment/safeguarding plan for all vulnerable students in their house, which shows the communication and safety planning between parents, school and outside agencies
- Individual plans are being made for hard to reach families which will mean reporting concerns to MASH if we are unable to receive satisfactory responses from parents or students.
- Staff have been remind of safeguarding themselves and appropriate use of email and safe video conferencing etc.

13. 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.

Parents are informing us on a weekly basis of what provision they require in order for us to staff the school safely. If a student were not to arrive when we are expecting them the parent would be called immediately to ensure they are at home. The register is sent electronically as requested by DfE

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Oathall Community College will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

Please see additional communication to staff and students; see no.4 and no. 12 above

15. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite.

Reminders have been given to staff and parents on keeping children safe online.

16. Children and online safety away from school and college

Oathall Community College will adhere to the following substantive policies;

- Using external providers
- Pre-recorded streamed sessions, webinars and platforms.
- Accessibility for families to levels of technology and have ensured that this is not a barrier to groups of children's learning.
- Health and wellbeing of pupils accessing IT or online-based learning
- Impact on the health and wellbeing of the staff members.
- Alternative non-IT reliant resources
- Parents have been given information on keeping their child safe online and signposted to resources that can support them with this

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17. Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

https://secure2.sla-online.co.uk/v3/Resources/Page/13966