



## Policy Documents Control Sheet

<b>Document Title:</b>	<b>COVID-19 school closure arrangements for Safeguarding and Child Protection at SRWA</b>
<b>Policy Version:</b>	<b>Final</b>
<b>Policy Author:</b>	<b>Eber Kington</b>
<b>Ratified by:</b>	<b>SLT/Academy Council</b>
<b>Date Ratified:</b>	<b>30 March 2020</b>
<b>Review Cycle:</b>	
<b>Review Date:</b>	

## Policy Validity Statement

**This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.**



## **COVID-19 school closure arrangements for Safeguarding and Child Protection at The Sir Robert Woodard Academy**

### Context

From 20<sup>th</sup> March 2020, in response to the COVID-19 pandemic, parents were asked to keep their children at home wherever possible.

Schools and childcare providers were asked to continue to offer provision for children in a limited number of circumstances, who could not otherwise be safely cared for at home. This provision was to be offered to children whose parents are critical to the COVID-19 response and children who are vulnerable.

This addendum of the The Sir Robert Woodard Academy's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context</b>	<b>1</b>
<b>2. Key contacts and information</b>	<b>2</b>
<b>3. Vulnerable children</b>	<b>3</b>
<b>4. Attendance monitoring for children attending on-site</b>	<b>4</b>
<b>5. Designated Safeguarding Lead</b>	<b>4</b>
<b>6. Reporting a concern</b>	<b>5</b>
<b>7. Safeguarding Training and induction</b>	<b>6</b>
<b>8. Safer recruitment/volunteers and movement of staff</b>	<b>7</b>
<b>9. Online safety in schools and colleges</b>	<b>7</b>
<b>10. Children and online safety away from school and college</b>	<b>7</b>
<b>11. Supporting children not in school</b>	<b>8</b>
<b>12. Supporting children in school</b>	<b>8</b>
<b>13. Peer on Peer Abuse</b>	<b>10</b>
<b>14. Support from the Multi-Academy Trust</b>	<b>10</b>

## Key contacts and information

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mr Eber Kington	01903 767434	ekington@srwa.co.uk
Deputy Designated Safeguarding Lead	Ms Catherine Urwin	01903 767434	curwin@srwa.co.uk
Principal	Mr Kieran Scanlon	01903 767434	kscanlon@srwa.co.uk
Trust Safeguarding Link	Mrs Maria Roberts	07853 253784	Maria.roberts@woodard.co.uk
Chair of Academy Council	Cllr David Simmons	07725 054389	david_j_simmons@yahoo.co.uk
MASH WSCC	N/a	01403 229900  (Out of Hours 0330 222 6664)	MASH@westsussex.gov.uk  Referral forms via;  Adults - <a href="https://www.westsussex.gov.uk/raiseaconcernaboutanadult">https://www.westsussex.gov.uk/raiseaconcernaboutanadult</a>  Children's - <a href="http://www.westsussex.gov.uk/Raiseaconcernaboutachild">www.westsussex.gov.uk/Raiseaconcernaboutachild</a>
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education	Jex Prior & Ali Hannant	0330 222 4030	safeguarding.education@westsussex.gov.uk

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>

### **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, A Child in Need Plan, have cases open to West Sussex Children's Services 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.

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

Many children and young people with EHC plans can safely remain at home. Those with an EHC plan will be risk-assessed in consultation with the Local Authority and

parents, to decide whether they need to continue to be offered a school or college 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) and the pastoral teams 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.

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 The Sir Robert Woodard Academy will explore the reasons for this directly with the parent.

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

### **Attendance monitoring for children attending on-site**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance but will need to complete the daily attendance spreadsheet as directed by the local authority.

The Sir Robert Woodard Academy and social workers will agree with parents/carers whether children in need should be attending. The Sir Robert Woodard Academy will then follow up on any pupil that they were expecting to attend, who does not. The Sir Robert Woodard Academy 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. The Sir Robert Woodard Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

To support the above, The Sir Robert Woodard Academy 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, The Sir Robert Woodard Academy will notify their social worker.

## **Designated Safeguarding Lead**

The Sir Robert Woodard Academy has a Designated Safeguarding Lead (DSL), two Deputy DSLs and a wider safeguarding and pastoral team of Chapter Heads, Chapter Leaders and Pastoral Support Officers (PSOs).

The Designated Safeguarding Lead is: Mr Eber Kington, Assistant Principal. The Deputy Designated Safeguarding Leads are: Ms Catherine Urwin, Vice Principal, and Mr Kieran Scanlon, Principal

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 call, 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 coordinating safeguarding on site.

This might include updating and managing access to the child protection online management systems (CPOMS) and liaising with the offsite DSL (or deputy) and coordinating the wider pastoral and safeguarding team to deliver their safeguarding responsibilities during the closure.

It is important that all SRWA staff and volunteers have access to a trained DSL (or deputy). Each day, staff on site will be made aware of who that person is and how to speak to them.

The DSL, deputy DSL and/or members of the pastoral teams 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 Academy Child Protection and Safeguarding Policy. This includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email or call the Designated Safeguarding Lead (or deputy) and the Principal. 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 the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the Chair of the Academy Council.

The Woodard Academies Trust will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst the threat of the COVID-19 virus remains significant.

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 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 SRWA, 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 Trust, schools should seek assurance from the Business Manager of the Trust 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, The Sir Robert Woodard Academy 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.

Where The Sir Robert Woodard Academy is 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.

The Sir Robert Woodard Academy 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.

The Sir Robert Woodard Academy 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](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, The Sir Robert Woodard Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges**

The Sir Robert Woodard Academy will continue to provide a safe environment, including online whilst the students are on school site. This includes the use of the online filtering system (Fastvue).

The Academy monitors the use of our online systems, including Google mail, Google drive, Google meets and other systems. Reporting and quarantines are in place to intercept and remove spam and inappropriate content, whether this is sent internally or externally.

By using our online systems, in school or at home, students are still subject to our acceptable use policy which can be found on our website."

Where students are using computers in school, appropriate supervision will be in place and ICT continues to be monitored via content filters and safeguarding reporting software.

### **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 and Safeguarding 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 SRWA DNA and Woodard Code of Conduct.

The Sir Robert Woodard Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

- Staff and students must only use platforms and accounts provided by Woodard Academies Trust to communicate with each other
- Staff and students are advised not to participate in 1 to 1 sessions and should only participate in online teaching in groups
- Staff and students must wear suitable clothing, as should anyone else in the household
- Language must be professional and appropriate, including any family members visible or audible in the background
- Devices used should only be used in appropriate areas of the home
- Students should be reminded to mute their microphones and switch off webcams unless asked to unmute

It is important for all stakeholders to be aware of their responsibility to report any concerns they have for student welfare to the Designated Safeguarding Lead. [DSL@srwa.co.uk](mailto:DSL@srwa.co.uk) This should include any concerns about the online behaviour of individuals.

## **Supporting children not in school**

The Sir Robert Woodard Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

The Academy 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.

In relation to those children not on site, where the DSL and/or pastoral 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.

The communication plans can include; emails, text messages, remote contact, phone contact and door-step visits (only where absolutely necessary and when following all government guidance on social distancing.) Other individualised contact methods should be considered and recorded.

Details of contact must be recorded on CPOMS as appropriate and on the google sheet created to monitor vulnerable students during this period.

The Sir Robert Woodard Academy, it's DSL, SENCo and the pastoral teams will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The school will share safeguarding messages on its website, parental communication bulletin and social media pages as appropriate.

## **Supporting children in school**

The Sir Robert Woodard Academy will continue to be a safe space for children to attend and flourish.

The Academy will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support will be in place for them. This will be bespoke to each child and recorded on CPOMS as appropriate and on the google sheet created to monitor vulnerable students during this period.

The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Sir Robert Woodard Academy 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 The Sir Robert Woodard Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – these concerns will be discussed immediately with the Trust.

### **Peer on Peer Abuse**

The Sir Robert Woodard Academy 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 those outlined within the Academy's Child Protection and Safeguarding Policy and within the Anti-Bullying and Peer on Peer Abuse 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 CPOMS and appropriate referrals made.

### **Support from Woodard Academies Trust**

Woodard Academies Trust (WAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

WAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.