

# Safeguarding and Child Protection Policy

## Annex 1

### COVID-19 School Arrangements for Safeguarding and Child Protection



<b>Approved by:</b>	Penny Harris (Director) Jane Cox (Director)	<b>Date:</b> 18 June 2020
<b>Last reviewed on:</b>	31 March 2020	
<b>Next review due by:</b>	1 September 2020	

#### 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. Schools were also asked to provide care for children who are vulnerable and cannot be safely cared for at home. On Track schools remain fully open to all year groups. From 1<sup>st</sup> June 2020 a phased return to school for all pupils was put in place.

This addendum to On Track's Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas.

#### **Vulnerable Children**

Vulnerable children include those who have a social worker and those children and young people with 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.

School Senior leaders including the Designated Safeguarding Leads and deputies know who our most vulnerable children are. On Track Education will continue to work with and support children's social workers to help protect vulnerable children. The lead person for this will be the Designated Safeguarding Lead.

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 school and their child is considered vulnerable the social worker

and On Track Education will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19 On Track will explore these anxieties following the advice set out by Public Health England. On Track will encourage our vulnerable children and young people to attend school, including remotely if needed.

### **Attendance Monitoring**

From 20<sup>th</sup> March schools were not required to complete their usual day to day attendance processes. From 1<sup>st</sup> June 2020 this resumed. Schools are also required to complete daily DfE online attendance form.

Where any child does not attend school we will follow up on their absence on a daily basis with parents or carers by telephone/face to face visit. If we are unable to establish contact within 24 hours we will follow this up with local multi agency safeguarding partners.

### **Designated Safeguarding Lead**

On Track Education will aim to have a trained DSL or a deputy available on site. Where this is not possible a DSL or deputy will be available to be contacted via phone at all times. Where a trained DSL or Deputy is not on site a senior leader will assume responsibility for co-ordinating safeguarding on site. All staff have access to a trained DSL and on each day staff will be made aware of who that person is and how to speak to them. The DSL and deputy 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 and Child Protection policy using the school Information Management System, School Pod. This can be done remotely. In the unlikely event that a member of staff cannot access School Pod from home they should contact by phone and email the DSL. This will ensure that any concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about any adult working with children in the school they should also report this immediately to the Head Teacher and DSL. If there is a requirement to make a notification to the Head Teacher whilst away from the school this should be done verbally and followed up with an email to the Head Teacher.

Concerns about the Head Teacher should be directed to the Directors.

### **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 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.

### **Safer Recruitment 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 On Track will continue to follow the relevant safer recruitment processes for their school 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.

On Track 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.

On Track 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 will be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current pandemic it is essential that the school is aware on any given day which staff will be in the school and that appropriate checks have been carried out for anyone engaging in regulated activity. As such On Track will continue to keep the single central record up to date as outlined in paragraph 148 – 156 in KCSIE.

### **Online Safety in schools**

On Track will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in school appropriate supervision will be in place.

### **Child 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 Safeguarding and Child Protection Policy. Online teaching should follow the same principles as set out in the Staff Code of Conduct Policy.

On Track will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Online lessons will be delivered using the school's Google Classroom.

On occasions and only if schools are unable to see a vulnerable child in any other way video calling may be used observing the following:

- Only members of the SLT and DSL/DDSL are permitted to make video calls. Ideally there would be two members of the SLT together when the call takes place.
- The video call should be recorded as a contact on School Pod including the length, time, date and attendance on any sessions held.
- Video calls should use the GoToMeeting platform or Google Meet only, should be recorded and backed up so that if issues arise the content can be reviewed.
- Staff should wear suitable clothing.
- Computers and devices used to make calls should be in appropriate areas, for example not in bedrooms, and where possible should be against a neutral background. Language must be professional and appropriate.
- The caller should ensure that the camera/audio do not reveal any personal or sensitive information.

## **Supporting Children not in School**

On Track is committed to ensuring the safety and wellbeing of all its pupils. On Track recognise that school is a protective factor for children and young people.

A robust risk assessment of each pupil will be carried out and a detailed communication plan will be in place for each pupil during the COVID-19 crisis. This will include daily contact with all pupils. The communication plan can include remote contact through Google Classroom, phone contact and door-step visits. Any absences will be followed up in line with the detailed risk assessment for each pupil but within 24 hours for all pupils.

Each communication must be recorded on School Pod. Communication should only take place from a platform or device provided by On Track Education. Each plan must be reviewed regularly (at least fortnightly) with all stakeholders to maximise its effectiveness. The school will share safeguarding messages on its website.

On Track recognise that the current circumstances may affect the mental health of pupils and their parents/carers. Teachers and support workers need to be aware of this in setting expectations of pupils work where they are at home and coordinating responses to avoid confusion or overload.

On Track will ensure that where we care for children of critical workers and vulnerable children we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on School Pod.

## **Supporting Children in School**

On Track Education will continue to be a safe place for all children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate to maximise safety.

On Track Education 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 the spread of COVID-19.

On Track Education will ensure that where we care for children of critical workers on site we ensure appropriate support is in place for them. This will be bespoke to each child.

Where the school has concerns about the impact of staff absence this will be discussed with Directors.

## **Peer on Peer Abuse**

On Track recognises that during this period of time a revised process may be required for managing any report of Peer on Peer abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles set out in part 5 of KCSIE and of those outlined within the Safeguarding and Child Protection Policy.

On Track will listen and work with the young person, parents/carers and any multi agency-partners to ensure the safety and security of that young person.

Concerns and actions will be recorded on School Pod and appropriate referrals made.

## **Support from Directors**

Directors 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.

The Directors will also provide regular support meetings which may take the form of telephone calls or online meetings.