Annex 1

Southerly Point Co-operative Multi-Academy Trust COVID-19 school closure arrangements for Safeguarding and Child Protection

1. Context

From September 2020 the Government expected schools to welcome all children back to school. While coronavirus [COVID-19] remains in the community, this means making judgments at a school level about how to balance minimising any risks from coronavirus [COVID-19], by maximising control measures, with providing a full educational experience for children and young people.

While the Government's aim is to have all pupils back at school, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

The Government has a Contingency framework in place for education and childcare settings.

Application of the contingency framework

The government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) outbreak. This remains the default position for all areas irrespective of local restriction tiers.

This framework is designed to act as a containment measure where:

· there is extremely high prevalence of coronavirus (COVID-19)
· other measures have already been implemented

It is primarily a means of limiting the spread of coronavirus (COVID-19) in educational settings and the wider community. The contingency framework sets out how any restrictions to childcare and educational settings should be implemented. It is designed to be flexible and responsive to local circumstances. Restrictions may be advised for one, some or all of the types of setting.

An educational setting should not move to implement restrictive measures of the kind set out in the contingency framework without the explicit agreement of DfE.

In all circumstances, and in all settings, priority should continue to be given to vulnerable children and young people and children of critical workers to attend full time.

Primary schools
Where the contingency framework is implemented, primary schools should continue allowing all children to attend. In the very unlikely event that evidence supports limiting attendance in primary schools, DfE may advise that only vulnerable children and children of critical workers should be allowed to attend.

Secondary schools
Where the contingency framework is implemented, secondary schools should only allow vulnerable children, children of critical workers, pupils in years 11 and 13 and other pupils due to take external exams this academic year, to attend. High-quality remote education should be provided for all other pupils. (Note that under current government restrictions, year 11 and 13 pupils have been instructed to work from home).

1.Context

2. Key Contacts

3. Vulnerable children

4. Attendance monitoring

5. Designated Safeguarding Lead

6. Reporting a concern

7. Safeguarding Training and induction

8. Safer recruitment/volunteers and movement of staff

9. Online safety in schools and colleges

10. Children and online safety away from school and college

11. Supporting children not in school

12. Supporting children in school

13. Peer on Peer Abuse

14 .Support from the Multi-Academy Trust

Key contacts

.

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mr David Lewis	01326 572685	dlewis@helston.cornwall.sch.uk
Deputy Designated Safeguarding Leads	Ms Paula Martin and Mrs Karen Harvey	01326 572685 01326 572685	pmartin@helston.cornwall.sch.uk kharvey@helston.cornwall.sch.uk
Headteacher	Mr Wayne Jenkins	01326 572685	PA to the Headteacher sphillips@helston.cornwall.sch.uk
Trust Safeguarding Manager	Lucy Wandless		head@godolphin.cornwall.sch.uk
Chair of Governors	Mr Chris Webb		Chris.webb@helston.cornwall.sch.uk
Safeguarding Governor / Trustee	Mr Chris Webb		Chris.webb@helston.cornwall.sch.uk

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, 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.

Those with an EHC plan will be risk-assessed in consultation with parents and the Council SEND team [as is deemed appropriate] regarding the levels of risk, and the best way forward, to decide whether they need to continue to be offered a school or college place 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. Many children and young people with EHC plans can safely remain at home.

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 their 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.

Helston Community College 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: Mr D Lewis

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 increased 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 Helston Community College will explore the reasons for this directly with the parent.

Where the child's school based key worker is not available because of vulnerability or ill health, the school should adapt their planning and risk assessment to meet the child's needs. The school expects that the local authority Children's Social Care will provide effective cover in the eventuality of the child's assigned social worker being unavailable.

Where parents are concerned about the risk of the child contracting COVID19, an employee of Helston Community College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Helston Community College will encourage our vulnerable children and young people to attend a school, or access education remotely if needed.

Attendance monitoring

Attendance monitoring will continue as normal for all settings that remain open; where there are contingency measures in place, attendance recording may be adapted in line with current Government guidance.

Helston Community College and social workers will agree with parents/carers whether 'children in need' should be attending school – Helston Community College will then follow up on any pupil that they were expecting to attend, who does not. Helston Community College 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 school leader will attempt to make contact with parents/carers of any pupil who they were expecting to attend, but do not.

To support the above, Helston Community College 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, Helston Community College will notify their social worker.

Where there are concerns regarding vulnerable pupils or students and staff have been unsuccessful in their attempts to make contact, details of the pupil/student will be sent to the Education Welfare Service Mailbox educationwelfare@cornwall.gov.uk.

Education Welfare Officers will then make further attempts to contact the family and conduct a basic welfare checks for the pupil/student[s].

Designated Safeguarding Lead

Helston Community College has a Designated Safeguarding Lead [DSL] and a Deputy DSL.

The Designated Safeguarding Lead is: Mr David Lewis

The Deputy Designated Safeguarding Leads are : Ms Paula Martin and Mrs Karen Harvey

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.

•Staff on duty are expected to report any concerns to the DSL/DDSL/senior leader
•If the DSL/DDSL are not on site the senior leader should make contact with them
•If contact cannot be made with the DSL/DDSL contact will be made with Lucy Wandless, Trust Safeguarding Lead
•All concerns will be recorded using My Concern and as required the Headteacher/DSL/DDSL will liaise 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.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Each school will have a nominated safeguarding governor who will, under normal circumstances, visit the school to review safeguarding arrangements. Whilst the temporary arrangements for schooling described in this document are in place, governance can be exercised through a telephone conversation between the DSL and the nominated governor.

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 MyConcern, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead and the Headteacher and the Trust Safeguarding Lead. This will ensure that the concern is received. Concern Report Forms are available in school. 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 headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Trust Executive Leader: Donna Bryant

The Multi-Academy Trust will continue to offer support in the process of managing allegations against staff.

Safeguarding Training and induction

Face to Face 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] will undertake training online.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education [2020]. The DSL/DDSL/Headteacher 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 Helston Community College, 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

Letters of assurance are in place for existing Trust staff to work across all the settings in the Trust. Staff being deployed from other schools outside of the Trust will be given a copy of the Trust's Safeguarding 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 Trust 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 [2020] [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. *Please note, the change should only be implemented for urgent cases where it is not possible to follow the normal identity checking guidelines. The applicant must present the original versions of these documents when they first attend their employment or volunteering role.*

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

Where Helston Community College are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Helston Community College 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 179 of KCSIE.

Helston Community College will continue to consider and make referrals to the Teaching Regulation Agency [TRA] as per paragraph 182 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, Helston Community College will continue to keep the single central record [SCR] up to date as outlined in paragraphs 163 to 171 in KCSIE.

Online safety in schools and colleges

Helston Community College 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 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 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 Trust code of conduct.

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

Use of Remote Learning

- With the introduction of technologies that allow for pupils to learn from home, further online safety is required. The Trust primarily uses G Suite for Education with Google Classrooms being the vehicle for delivery.

- The Trust have developed an Online safety protocol to ensure safe use of the technology. In addition parents are requested to sign a permission to use G Suite and use of live lessons which includes a code of conduct for pupils/students and parents. Within this permission, parents are directed towards Google's Privacy Statement to allow them to understand Google's use of personal data.
- Live sessions can and should be recorded in Google Meet for safeguarding purposes. It is possible to view this Meet for a period of 30 days before it is deleted automatically. It is not possible to download this video. If issues have arisen a copy can be made if required for reference. In the case where a teaching video is created for example a talked over Powerpoint in Loom, no children will be visible. Another option that can be employed by a teacher is to video a lesson opener live with a class in place and then this can be shared with those who are remote. Again, the focus is on the teacher and no children should be within the video.
- Children's work and any pictures they upload to the Google Classroom are visible only to their class. Any comments made are moderated by class teachers.

Supporting children not in school

Helston Community College 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, 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.

Details of this plan must be recorded on My Concern, as should a record of any contact made.

The communication plans can include; remote contact, phone contact, door-step visits. Door-step visits should only be considered where there is real need and the line manager has given approval and recorded a rationale for the visit. They should only be conducted using social distancing methods - 2 metres from door - and using a gloved hand to ring the doorbell. Where the need for a home visit arises, it should be discussed with the EWO or social worker if appropriate. Other individualised contact methods should be considered and recorded.

Helston Community College and its Headteacher/DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly [at least once a fortnight] and where concerns arise, the Headteacher / DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages, including to whom a pupil can turn if they are in need of protection.

Helston Community College 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 at Helston Community College need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Helston Community College is committed to ensuring the safety and wellbeing of all its students.

Helston Community College will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Helston Community College 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.

Helston Community College will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on MyConcern for pupils with safeguarding concerns.

Where Helston Community College has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust.

Peer on Peer Abuse

Helston Community College 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 Safeguarding and 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 MyConcern and appropriate referrals made.

Support from the Multi-Academy Trust

The Multi-Academy Trust [MAT] Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

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