

## COVID-19 school closure arrangements for Safeguarding at Stover School

***This appendix to the Safeguarding Policy has been made by the Safeguarding Team  
in consultation with Devon County Council and Babcock Idp.***

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**Contents:**

- 1.0 Context
- 2.0 Vulnerable children
  - 2.1 Attendance monitoring
  - 2.2 How will this look in our schools
  - 2.3 Those vulnerable children not attending school
- 3.0 Designated Safeguarding Lead
  - 3.1 DSL in school
  - 3.2 Informing staff
- 4.0 Reporting a concern
  - 4.1 Reporting a concern about an adult/the HT
- 5.0 Safeguarding training and induction
- 6.0 Safer recruitment/volunteers and movement of staff
- 7.0 Online safety in schools and colleges
  - 7.1 Children and online safety away from school and college
  - 7.2 Online safety at home
- 8.0 Supporting children not in school
- 9.0 Peer-on-Peer abuse

### **1.0 Context**

This appendix has been developed in response to and aligned to DfE guidance <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> published 27th March 2020.

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for vulnerable children and those 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** (see para 2), and
- children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix of the Safeguarding policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the Local Authority or Department for Education.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their Safeguarding team or SLT if further clarification is required. All staff should continue to implement and refer to the Safeguarding Policy, the Staff Code of Conduct and KCSiE 2019.

The schools' Safeguarding team and their contact details can be found in the main body of the Schools Safeguarding Policy. The schools' Safeguarding team and their contact details can be

found in the main body of the Schools Safeguarding Policy and is also set out in Paragraph 3 in this appendix.

## **2.0 Vulnerable children**

Vulnerable children include those who have a social worker (including children in care) and those children and young people up to the age of 25 with education, health and care plans (EHCPlans). A child may also be deemed to be vulnerable if they have been assessed (by the school, or other professional) 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 the SENCO, Local Authority and parents, to decide whether they need to continue to be offered a place at school in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary and available, 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.

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.

School leaders must also consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell, or showing the symptoms of Covid -19 (as defined by current government guidelines) they will expect the child to remain at home and the school will offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school.

If the school has information that parents are not following current government guidelines then the SLT will use their professional discretion, working with any partner agencies and LA officers to agree appropriate action. This will firstly take into account the child's safety however where other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children, then appropriate action will be agreed by the school together with the social worker and or the Local Authority.

Stover 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. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be: Kerstin Sorensen SENCO.

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 school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Stover School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if not possible by other means.

## **2.1 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. The School SENCO and the social workers will agree with the parents of children in need about attending school – School will then follow up ([Schools Safeguarding of Vulnerable Children During Covid 19](#)) on any pupil that we were expecting to attend, who does not.

Similarly, Stover School 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.

School will complete a return online so the DfE can monitor who is in school and who isn't by midday everyday [https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm\\_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) and this will be submitted by Kirsty Porter, Head's PA.

The LA has a duty to monitor vulnerable children's attendance and Stover will be completing the necessary spreadsheets and returning to [schooldailyreturns@devon.gov.uk](mailto:schooldailyreturns@devon.gov.uk) daily.

## **2.2 How will this look in our school?**

To support the above, Stover School will, when communicating with parents, 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, Stover School will take the actions described in the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

## **2.3 Those vulnerable children not attending school**

Those vulnerable children who are not attending school will be contacted on a regular basis so that school are satisfied that they are safe. School will follow the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#) along with that from other agencies working with the pupil and family. The DSL or Deputy DSL, alongside the SENCO will review their RAG ratings for this group at least weekly taking into account any reported concerns from school contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the schools central vulnerable group spreadsheet and shared with the Headteacher if not DSL. **Any changes in the RAG rating will be sent to the LA on this link so the master records can be updated.** [schooldailyreturns@devon.gov.uk](mailto:schooldailyreturns@devon.gov.uk)

## **3.0 Designated Safeguarding Lead (DSL)**

Stover School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. During this extraordinary situation their contact details are as follows:

Role	Name	Contact Number 1	Contact Number 2	Email
Designated Safeguarding Lead	Helen Notman	07710093867	01626 354505	hnotman@stover.co.uk
Deputy Designated Safeguarding Lead	Ben Noble	07835215994	01626 354505	bnable@stover.co.uk
EYFS Designated Safeguarding Lead	Sharron Humphries	07734408957	01626 354505	shumphries@stover.co.uk

## **3.1 DSL cover in school**

Stover School will have the DSL available on site at all times. When staff are working on site they can reach the DSL by the school radio. Where the DSL is not available (for example due to illness) then the DDSL or the EYFS DSL can be contacted via phone or online video - for example when working from home.

## **3.2 Informing staff**

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, Stover will inform all staff and volunteers of changes to the details above.

Therefore, each day staff on site will be made aware of who that person is and how to speak to them. This is made available in the information folders in the Key Worker rooms and also from the

safeguarding posters around school. The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely or seek support and liaise with Early Help professionals.

Any changes to the Safeguarding team details will also be shared with Babcock LDP and Devon County Council.

#### **4.0 Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contacts. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should follow the escalation process as laid out in [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

#### **4.1 Reporting a concern about an adult – Whistleblowing – direct to the Headteacher**

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 immediately.

Concerns around the Headteacher should be directed to the Chair of Governors: Stewart Killick on [killickstewart@yahoo.co.uk](mailto:killickstewart@yahoo.co.uk) or on 01626 354505

#### **5.0 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 have or will miss their refresher training. All existing school staff who have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019), are similarly likely to not receive whole staff training during this time. DSLs should therefore communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction as detailed in the Induction Policy.

#### **6.0 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, Stover School 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). During this period of time Stover School will **NOT** use volunteers to work with any pupil and Stover School staff will only be required to work at Stover School.

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.

Stover 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. Stover School 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 will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Stover School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

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

Stover 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. Staff and Pupils must adhere to the ICT Safe User Agreement.

### **7.1 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 or suffering abuse. Any such concerns should be dealt with as per the Safeguarding Policy ( and where appropriate the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)) . Referrals should still be made to MASH/social worker and as required, to the police. Online teaching should follow the same principles as set out in the code of conduct.

Stover School 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 where webcams are involved:

- Codes for entry to live lessons should be shared with the Elaine Machin, The Senior Teacher Operations so that the SLT can drop into the lessons ad-hoc. Any computers used should be in appropriate areas, for example, not in bedrooms.
- Conduct, including language and dress, must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed by school leaders
- Staff should record the length, time, date and attendance of any sessions held.

### **7.2 Online safety at home**

School will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow and the Wake up Wednesday campaign.

## **8.0 Supporting children not in school**

Stover School is committed to ensuring the safety, health and wellbeing of all its children. 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, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). The plans put in place will as a minimum reflect the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

Stover School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at weekly and where concerns arise, the DSL will consider any referrals as appropriate. The school will share support for safeguarding, including mental health on its website, school portal and social media pages. Stover School 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 and carers

All staff at Stover School need to be aware of this in setting expectations of pupils' work where they are at home. Stover School 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. Stover School is committed to ensuring the safety, health and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish.

The Headteacher in conjunction with the DSL, will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Stover School will continually refer to the most recent 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 staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them immediately with senior leaders.

#### **9.0 Peer on Peer Abuse**

Stover 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 of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded and appropriate referrals made.