

COVID-19 COXLEASE SCHOOL SAFEGUARDING AND CHILD PROTECTION POLICY UPDATE
(TO BE READ IN CONJUNCTION WITH THE PRIORY GROUP SAFEGUARDING POLICIES AND
LOCALISED PROCEDURES (OP FORMS 15 AND 16))

Updated 1st April 2020, in line with [DfE Covid 19 safeguarding in schools, colleges and other providers guidance](#), published 27 March 2020.

SCHOOL/COLLEGE NAME: **COXLEASE SCHOOL**

DATE OF UPDATE: September 2020

DATE SHARED WITH STAFF: September 2020

CONTEXT

From 20th 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 and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This is an addendum to the Coxlease School localised safeguarding procedures (OP Forms 15 (Children) and 16 (Adults)) which ensure that the school's procedures align with the host Local Authority and Safeguarding Partnerships/Boards procedures.

Name of school: **Coxlease School**

Key contacts: Darren Harte, Doug Grieb

Designated Safeguarding Lead: Darren Harte

Deputy Designated Safeguarding Lead(s): Doug Grieb, Ant Merriman, Warren Kitley

Governors: Rob Page

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.

The Priory Group, including **Coxlease School** recognises that previously looked after children (LAC) are a potentially vulnerable group who may not have a social worker and will consider the support and offer to this cohort of children. Some previously looked after children may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those children with special guardianship orders or in adoptive homes.

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. 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 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.

Coxlease 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 and the Local Authority virtual school head (VSH) for looked-after and previously looked-after children. We will work with social workers to ensure that Personal Education Plans (PEPs) for Looked After Children are up to date with the current education offer that looked after children are accessing.

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 **Coxlease School** will explore the reasons for this directly with the parent.

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

Coxlease School will support and encourage our vulnerable children and young people to attend a school, including remotely if needed.

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 department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Coxlease School and social workers will agree with parents/carers whether children in need should be attending school. Coxlease School will then follow up on any pupil that they were expecting to attend, who does not. They 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.

To support the above, Coxlease School 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, Coxlease School will notify the relevant social worker.

In Coxlease School 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. These individual's and contact numbers are listed on the school's Local Procedures (OP Forms 15 and 16).

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, this will be the Regional Lead unless agreed otherwise.

It is important that all colleagues have access to a trained DSL (or deputy), Colleagues on site will be made aware of that person is and how to speak to them, any changes will be communicated promptly with colleagues.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Priory Group Safeguarding policies and the Coxlease School local procedures.

Staff are reminded of the need to report any concern immediately and without delay. This may mean by email to the DSL to ensure the concern is captured.

Where staff are concerned about an adult working with children in Coxlease School, they should report the concern to the Head Teacher. If there is a requirement to make a notification to the Head Teacher whilst away from the site, this should be done verbally and followed up with an email.

Concerns around the Head Teacher should be directed to the Chair of Governors. Coxlease School will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

Adapted DSL training will take place whilst there remains a threat of the COVID 19 virus. The Priory Group is working with its external training providers to ensure that Safeguarding training for both colleagues and DSLs continues via interactive 'digital classrooms' so that it is participatory and engaging, allowing colleagues to be trained and remain compliant with the safeguarding training matrix.

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 Coxlease School colleagues 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. This will include contact numbers and emails for DSL's/DDSLs' if not on site.

Where new staff are recruited they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's service to work in Coxlease School will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the original service 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 amongst schools, then Coxlease School should seek assurance that the member of staff has received appropriate safeguarding training, this can be requested from the Learning and Development team if appropriate staff are uncontactable at the 'donor' service. Upon arrival, they will be given a copy of the receiving service's Local procedures which confirm the local processes and 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, Coxlease School will continue to follow the safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

Operational

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.

If Coxlease School utilises volunteers, Coxlease School will ensure they 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 Priory Group and its Education and Children's Services, including Coxlease 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.

The Priory Group and its Education and Children's Services, including Coxlease School will also 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

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that Coxlease School is aware, on any given day, which staff/volunteers will be in Coxlease School, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Coxlease School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in Coxlease School

Our education and children's services will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in Coxlease School, appropriate supervision will be in place.

Children and online safety away from Coxlease 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 Coxlease School local procedures 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 Coxlease School code of conduct.

Coxlease School will ensure that any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Supporting children not in Coxlease School

The Priory Group and its Education and Children's Services, including Coxlease School are committed to ensuring the safety and wellbeing of all their 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 Coxlease 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. Other individualised contact methods should be considered and recorded.

Coxlease School 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 DSL will consider any referrals as appropriate. Coxlease School will share any appropriate safeguarding messages on its website alongside updated local safeguarding procedures.

The Priory Group and its Education and Children's Services, including Coxlease School recognises that the provision of education is a protective factor for children and young people, and that the current circumstances, can affect the mental health of pupils and their parents/carers. All Coxlease School colleagues are aware of this in setting expectations of pupils' work where they are at home.

Coxlease School will ensure that where they care for children of critical workers and vulnerable children on site, where possible, they will contribute towards the wider support is in place for them.

Supporting children in Coxlease School

The Priory Group and its Education and Children's Services, including Coxlease School is committed to ensuring the safety and wellbeing of all its pupils. Our pupils will continue to be a safe space for all children to attend and flourish. Our Governors and Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Coxlease School 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. They 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.

Where Coxlease School has concerns about the impact of staff absence – such as the Designated Safeguarding Lead, first aiders, or critical medication trained staff – they will discuss them immediately with the Governors and appropriate members of the Divisional Senior Management Team, including the Divisional Safeguarding Lead.

Peer on Peer Abuse

The Priory Group and its Education and Children's Services, including Coxlease School recognises that during a closure a revised process may be required for managing any report of such abuse and supporting victims. Where Coxlease 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 Coxlease School local procedures. Our services 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 will be recorded appropriate referrals made.