Annex 1

Southerly Point Co-operative Multi-Academy Trust

COVID-19 school closure arrangements for Safeguarding and Child Protection

1. 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 addendum of the Southerly Point Co-operative Multi-Academy Trust Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Email
Designated Safeguarding Lead	Sam Kennedy	samk@landewednack.cornwall.sch.uk
Deputy Designated Safeguarding Lead	Louise Jones	head@landewednack.cornwall.sch.uk
Hub Lead	Louise Jones	head@landewednack.cornwall.sch.uk
Trust Safeguarding Manager	Lucy Wandless	
Chair of Governors	Rachel Holder	rholder@landewednack.cornwall.sch.uk
Safeguarding Governor Trustee	Demelza Vincent Alan Hinchliffe	dvincent@landewednack.cornwall.sch.uk

Any individual school contacts:

Judith Green- SENCO jgreen@landewednack.cornwall.sch.uk
Whistleblowing Governor Mrs Alix Lord alord@landewednack.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 appropriate) re levels of risk and the best way forward, 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.

Landewednack 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. The lead person for this will be: Louise Jones.

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 Landewednack School 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 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, Landewednack School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Landewednack School will 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.

If the Mullion Hub has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

If the school has closed, we will complete the return once as requested by the DfE.

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

The Hub leader will attempt to make contact with parents/carers of any pupil who they were expecting to attend, but do not. The Hub leader will pass on this information to the Headteacher of the school the child normally attends.

To support the above, the Hub 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, Landewednack School 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(s).

Designated Safeguarding Lead

Landewednack School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sam Kennedy

The Deputy Designated Safeguarding Lead is: Louise Jones

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.

For those in Hub Schools:

•Staff on duty are expected to report any concerns to the Hub leader (staff need to complete a Concern Report Form)
•The Hub leader will then contact the Headteacher of the school the pupil normally attends
•If contact cannot be made with the Headteacher contact will be made with Lucy Wandless, Trust Safeguarding Lead
•For those not attending their own school setting it is the responsibility of the Headteacher to ensure that all concerns are logged on My Concern and as required

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.

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

The DSL 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 Policy, this includes making a report via MyConcern, which can be done remotely. This is when the child and member of staff are in the same school.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead (the hub leader), the pupil's Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received. Concern Report Forms are available in all schools.
Contact details for all these individuals in a hub school are available via each hub 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 Hub leader. 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 Hub leader 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

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 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/DDSL/Headteacher/Hub leader 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 the Mullion Hub, 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 (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.

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 the Mullion hub school are 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.

Landewednack 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.

Landewednack 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

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, Landewednack 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 schools and colleges

Landewednack 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.

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.

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

Virtual lessons:

- No live, real time lessons

- Pre-recorded teaching episodes or messages to classes by teachers are fine but teachers need to keep safeguarding (not least of themselves) in mind here. There will be no compulsion to post videos of the teaching. Wherever recorded lessons are used they must be posted through the school's official online learning platform - Google classroom; Class Dojo etc

- Best practice where possible would be to teach but not be in shot yourself i.e. show workings or demo of work with voice over. At most your head and shoulders only should be in view. Seeing the teacher's face is important for some teaching e.g. phonics showing the shape of the sound with your mouth is important; but also can help with mental health and wellbeing through the sense of connection with a known person.

- Ensure you are dressed appropriately, that your lesson will not be interrupted and that the behaviour /language of others in the house does not intrude on the lesson.

- Any recorded lesson should be with a blurred or neutral background/blank wall behind the teacher.

- Review your recorded lesson before posting it. Keep a copy of the recorded episode in case of challenge. Remember once the video is in the public domain, it can be captured, doctored, shared.

- Pupils should only upload images of themselves and their work to the official school closed portal (e.g. Google classroom; Class DoJo etc) If a child posts something inappropriate, follow this up with immediately: IT for it to be removed; DSL for safeguarding issues

- Where PE or Music staff have asked pupils to upload videos, clear guidelines must have been given to pupils in advance regarding appropriate dress and location - leggings not skimpy shorts; lounge not bedroom.

Supporting children not in school

Landewednack School 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.

Landewednack School 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.

Landewednack 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/carers. Teachers at Landewednack School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

The Mullion hub school is committed to ensuring the safety and wellbeing of all its students.

The Mullion hub school 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.

The Mullion hub 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.

The Mullion hub 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 on 'My Concern' for pupils with safeguarding concerns.

Where the Mullion hub school 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

Landewednack School and the Mullion hub school recognise 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 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.