
SAWSTON VILLAGE COLLEGE

Safeguarding and Child Protection Policy COVID-19 school arrangements

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MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SAM ABBS

Sawston Village College Safeguarding and Child Protection Policy COVID-19 school arrangements



Sawston
Village College

Annex 1

1.Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools are to remain open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of the Sawston Village College Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Ms Sam Abbs	07825 128610	sabbs@sawstonvc.org
Deputy Designated Safeguarding Leads	Miss Martha Gregg	07949 457519	mgregg@sawstonvc.org
Principal	Mr Jonathan Russell	01223 712777	jrussell@sawstonvc.org
Chair of Governors	Mrs Polly Stanton	N/A	pstanton@sawstonvc.org
SVC Safeguarding Governor	Mrs Sarah Franklin	N/A	sfranklin@sawstonvc.org
Safeguarding Governor / Trustee	Ms Sue Speller	N/A	sspeller@anglianlearning.org
Designated Teacher – Looked After Children	Ms Sam Abbs	07825 128610	sabbs@sawstonvc.org

3. 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.

Senior leaders, especially the Designated Safeguarding Lead (DSL) and deputy know who our most vulnerable children are. They have the flexibility to offer a place to those about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Sawston Village 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: Sam Abbs

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 Year Lead will explore the reasons for this directly with the parent.

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

Year Leads will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. 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 Sawston Village College 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>

The College is also sending this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough.

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

The college via Year Leads and DSL (and/or deputy) and Social Worker will agree with parents/carers whether children in need should be attending school – Year Leads will then follow up on any pupil that they were expecting to attend, who does not. Year Leads 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.

HOW WILL THIS LOOK IN YOUR SCHOOL?

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

5. Designated Safeguarding Lead

The Designated Safeguarding Lead is: Sam Abbs,
Contact details: 07825 128610; sabbs@sawstonvc.org

The Deputy Designated Safeguarding Lead is: Martha Gregg
Contact details: 07949 457519; mgregg@sawstonvc.org

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 coordinating safeguarding on site and can be contacted via the colleges reception on 01223 712777:

- Jonathan Russell
- Dan Burgess
- David Hunt
- Leah Hunt
- Cheryl Wombwell

The DSL/Senior Leader on site will liaise with the offsite DSL (or deputy) as required should a concern be raised by staff working on site that a young person has been identified as being at risk of significant harm. Year Leads and DSL (deputy) will continue liaising 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 College staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is.

The Year Lead and where necessary the DSL (deputy) will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Reporting a concern

All concerns will continue to be logged on MyConcern and staff should continue to follow the process outlined in the school Safeguarding Policy. MyConcern will be monitored by the college's Safeguarding team in the usual manner.

In the unlikely event that a member of staff cannot access MyConcern from home, they should email the Designated Safeguarding Lead, Deputy and Year Lead. This will ensure that the concern is received.

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 Principal according to the Safeguarding and Child Protection Policy. 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 Principal.

Concerns around the Principal should be directed to the Chair of Governors: Polly Stanton

7. 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. The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline; 01223 507192/7

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 (see appendix A)

Where new staff are recruited, or new volunteers enter the College, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

8. 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 College 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

Should the College need to utilise volunteers, it 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.

The 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 163 of KCSIE.

Should it become necessary to be deploy staff to support in other educational settings the receiving school must ensure that visiting staff:

- Are made aware of who the schools DSL (and Deputy) are and how to contact them
- Are shown how to make logs of concerns (assuming they will not have access to MyConcern)
- Will sign in and out each day at an allotted location
- Have access to a computer should they need to log any concerns pertaining to children in their school.

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

9. Online safety in schools and colleges

Sawston Village College will continue to provide a safe environment, including online. This includes the use of the College online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

10. 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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

Online teaching should follow the same principles as set out in the *AL Code of Conduct for all Adults* and the *Guidance for Safer Working Practice for those Working with Children and Young People in Educational Settings (May 2019)*. Both documents can be found on MyConcern-resources-local policies.

The College will ensure any use of online learning tools such as ShowMyHomework and Google Classrooms are in line with privacy and data protection/GDPR requirements.

Currently the use of video lessons is not permitted. Recording of lessons is also prohibited.

Parents can access the E-safety Policy via the College website.

11. Supporting children not in school:

The College is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL and Year Leads have identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person.

Pupils will be identified depending on need and RAG'ed accordingly. RAG'ing is not 'fixed' and children and young people can move between levels. All contact must be dated and recorded on the College's closure: Individual Pupil Planning document.

The communication plans can include; remote contact, phone contact, (door-step visits). Other individualised contact methods should be considered and recorded.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

DSL and Year Leads will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The planning document will be accessed daily by Year Leads, DSL and Inclusion team and individual cases will be reviewed and discussed as necessary at the Year Lead daily meeting. Where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages via In-touch and on the College website.

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

12. Supporting children in school

Sawston Village College is committed to ensuring the safety and wellbeing of all its students.

The 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.

The 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.

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

13. Peer on Peer Abuse

The 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 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 on MyConcern and appropriate referrals made.

14. New children at the school

We may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL (or deputy) to the placing school's DSL to discuss how best to keep the child safe

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the

placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

Trust support:

The Anglian Learning Safeguarding Team (ALST) comprises senior staff and DSLs across all Trust schools. They work collaboratively to ensure the safety of all children and young people within the Trust and are able to offer support and guidance to staff. Should you need to contact your school's ALST member then please do email your school's DSL in the first instance.

If you require clarity or additional information on any aspects outlined in the above addendum then please do contact the Trust Safeguarding systems lead; Ms Sam Abbs sabbs@sawstonvc.org