

## **Annex 1**



# **Underley Garden**

## **COVID-19 school closure arrangements for Safeguarding and Child Protection**

School Name: Underley Garden  
Policy owner: Craig Albon  
Date: 31/03/2020  
Date shared with staff: 31/03/2020

Based on an initial draft by L Donald, Stowe Valley MAT 28/03/20

## **Context**

From 20<sup>th</sup> 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 continue 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 sub-section of the Underley Garden Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Craig Albon	015242 71569 07792451281	<a href="mailto:Craig.albon@underleygarden.org">Craig.albon@underleygarden.org</a>
Deputy DSL/Head of School	April Boyd	015242 71569 07891142527	<a href="mailto:April.boyd@underleygarden.org">April.boyd@underleygarden.org</a>
Deputy DSL	Nicola Harper	015242 71569 07896065405	<a href="mailto:Nicola.harper@underleygarden.org">Nicola.harper@underleygarden.org</a>
Principal	Ann Henderson	015242 71569 07775174091	<a href="mailto:Ann.henderson@underleygarden.org">Ann.henderson@underleygarden.org</a>
Safeguarding governor	James Joyce	07530833495	<a href="mailto:james.joyce@acorncare.co.uk">james.joyce@acorncare.co.uk</a>
Chair of Governors	James Joyce	07530833495	<a href="mailto:james.joyce@acorncare.co.uk">james.joyce@acorncare.co.uk</a>
Chair of Trustees / CEO	David Leatherbarrow		<a href="mailto:DLeatherbarrow@nfa.co.uk">DLeatherbarrow@nfa.co.uk</a>

## 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 the local authority (LA) 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 DSL (and deputy) know who our most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

Underley Garden 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: April Boyd

Based on an initial draft by L Donald, Stowe Valley MAT 28/03/20

## **Critical workers**

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, or if there is only one child who needs that care, we will notify our local authority in Cumbria and / or the relevant placing authority who are responsible for arranging for the child/ren to be cared for in an alternative setting that can meet their needs.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

## **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.

Underley Garden and social workers will agree with families whether children in need should be attending school – Underley Garden will then follow up on any pupil that they were expecting to attend, who does not. Underley Garden will also follow up with any 'critical worker' parent or carer who has arranged care for their child(ren) but the child(ren) subsequently do(es) not attend.

To support the above, Underley Garden will, when communicating with parents, carers and allocated social workers / placing authorities, 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, Underley Garden will notify their social worker.

If Underley Garden has any children in attendance (e.g. because they are vulnerable, the children of critical workers or because they are residential pupils who were not able to return home) 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.

## **Designated Safeguarding Lead**

Underley Garden school has a Designated Safeguarding Lead and a number of Deputy Designated Safeguarding Leads – these are named on the front sheet.

We will endeavour to have a trained DSL or deputy available on site at all times when pupils are present. 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.

This might include updating and managing access to the child protection online management system on Sleuth, liaising with the offsite DSL (or deputy) and, if required, 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.

Whatever the scenario, it is important that all Underley Garden 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 and how to contact them.

### **Reporting a concern**

All concerns should be verbally discussed with a DSL prior to recording on Sleuth.

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 Sleuth which can be done remotely.

In the unlikely event that a member of staff has a concern about a child but cannot access the recording system, they should telephone the Designated Safeguarding Lead and / or a deputy DSL. This will ensure that the concern is received. Staff must not just leave an answerphone message.

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 Head of school immediately. If there is cause to make a notification to the Head of school whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Head of school is not contactable, the member of staff should contact the DSL or the Principal if the concern is regarding the DSL

Concerns about the Principal should be directed to the Assistant Director, James Joyce

### **Safeguarding Training and induction**

DSL training is very unlikely to take place during this period.

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 at least part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead 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 Underley Garden, they will continue to be provided with a safeguarding induction.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. Where Underley Garden receive staff from another school, we will judge, on a case-by-case basis, the level of safeguarding induction required. As a minimum, the visiting professional(s) will be provided with a copy of our safeguarding / child protection policy and the name and contact details of the DSL and deputy DSLs.

### **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, Underley Garden will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

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 (and / or adult barred list check where relevant)
- there are no known concerns about the individual's suitability to work with children (or adults at risk, where relevant)
- there is no ongoing disciplinary investigation relating to that individual

Where Underley Garden 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.

Underley Garden will continue to comply with 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.

Underley Garden 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 environment, it is essential from a safeguarding perspective that any school or college 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, Underley Garden 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**

Underley Garden will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where children 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 child protection 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 school's or college's staff code of conduct.

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

Below are some simple things to consider when delivering virtual lessons, especially where webcams are involved:

- Unless specifically agreed with the head of school / senior staff, children will be taught only in groups.
- Where one to one teaching is necessary, teachers will notify the head of school, young person and parent(s).
- The DSL, head of department and / or other senior staff must be able to join any virtual lesson at any point.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or hidden.
- The live class should be recorded so that if any concerns were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed with senior leaders and the IT / network manager to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

## **Supporting children not in school**

Underley Garden is committed to ensuring the safety and wellbeing of all its students.

The Designated Safeguarding Lead will ensure that a robust communication plan is in place for each child, their parent(s) / carers and the allocated social worker or placing authority.

Details of this communication must be recorded on the welfare record and saved on the server in the appropriate file – COVID-19 - Welfare tracker

The communication plan may include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Underley Garden and its Designated Safeguarding Lead will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate, taking into account the local criteria for action.

In addition, the school will share safeguarding messages on its website and social media pages.

Underley Garden recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at Underley Garden will be aware of this in setting expectations of pupils' work where they are at home.

Underley Garden will ensure that if we are unable to care for the child/ren of critical workers, residential pupils and vulnerable children on site, we will liaise with the placing local authority and the parent / carer to find a suitable alternative; e.g, at a 'hub' school or via a multi-disciplinary package of support. In that situation, the DSL will ensure that the DSL of the hub school / lead practitioner is made aware of any relevant safeguarding information relating to a child.

### **Supporting children in school**

Underley Garden is committed to ensuring the safety and wellbeing of all its students.

Underley Garden will continue to be a safe space for all children to attend and flourish. The Head of school will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, maximising safety.

Underley Garden 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 coronavirus.

Underley Garden will ensure that where we care for children of critical workers, residential pupils and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on their pastoral or safeguarding record as appropriate.

### **Peer on Peer Abuse**

Underley Garden 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 school's safeguarding & child protection policy.

The school will listen carefully, and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

**All** concerns and actions taken must be recorded on Sleuth and appropriate referrals made.