

COVID-19 school closure arrangements for Safeguarding and Child Protection at Chace Community School

School Name: Chace Community School

Policy owner: Mr Pritam Vekaria

Date: 31st March 2020

Date shared with staff: CP and SLT on 1st April, all staff on 2nd April.

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 Chace Community School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- Vulnerable Children
- Attendance Monitoring
- DSL and Safeguarding Team
- Report a Concern
- Safeguarding Training and Induction
- Safer Recruitment and Volunteers including Movement of staff (if and when required)
- Online Safety
- Supporting Children not in school
- Supporting Children in school
- Peer on Peer Abuse
- Where to get support during school closures

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 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.

Chace Community 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: Mr Fabrice Levi and Mrs Karen Barnham.

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 along with the school will explore the reasons for this directly with the parent/carer.

Where parents are concerned about the risk of the child contracting COVID19, the 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 a school, including remotely if needed, this provision can be at any point when parent/carer or professionals working with the family feel it is needed in the best interest for the child and the family.

Attendance monitoring

The Department of Education and the LA expect the school to inform them of daily attendance, including all staff attendance. Of the attendees, key worker and vulnerable children are to be identified clearly for data recording. Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

At Chace the lead teacher normally the senior member of staff will contact all students that are expected but fail to attend unless there has been communication directly with the parent/carer or the absence has been pre-agreed. We will work closely with social workers who will liaise with parents/carers whether children in need should be attending school – we will then follow up on any pupil that they were expecting to attend, who does not. We 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 who fall into the key worker umbrella.

To support the above, we 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, we will notify their social worker if applicable.

Designated Safeguarding Lead and Deputy Leads

At Chace we have a Designated Safeguarding Lead (DSL) who then works with a team of 6 Deputy DSL's who form the Chace CP Team.

The Designated Safeguarding Lead is: Mr Pritam Vekaria

The Deputy Designated Safeguarding Leads:

Mrs Karen Barnham

Ms Douglas

Mrs Christodoulou

Ms Findley

Mr Levi

Mr Matthews

The Safeguarding Governor is Mrs Tracey Jenkins

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 email, phone or online video - for example when working from home, this will be Mrs Karen Barnham and Pritam Vekaria in the first instance.

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 liaising with the offsite DSL (or deputy) and as 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.

It is important that all Chace 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 speak to them.

The DSL or the lead member of staff from the CP Team who is already working with the family 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 email to Chace CP team email shared with all staff on Friday 28th March via the staff bulletin, which can be done remotely.

In the unlikely event that a member of staff cannot access their emails from home, they should call Karen Barnham or Pritam Vekaria who will then address the concern as normal and share with the rest of the CP team via the Concerns G.doc that also includes the Headteacher. 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, report the concern to the Headteacher immediately. 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 Headteacher should be directed to the Chair of Governors who is also the Safeguarding Governor, who can be contacted via Mrs Keelan through email or by emailing Tracey Jenkins directly.

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 missed or 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 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 Chace, 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

All new staff or volunteers will be added to the single central record before working with any students at Chace.

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.

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, we 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 we do decide to utilise 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.

Chace 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.

Chace 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.

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

Online Safety

We 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.

It is essential that all staff who are in contact with children in any way continue to look out for signs that a child may be at risk. Any concerns should be dealt with as per the schools Safeguarding and Child Protection Policy and use this new guidance on how to make referrals appropriately. Where there is clear guidance around contacting the police directly, these still should be followed.

We have provided clear instructions and best practice including specific Safeguarding measures when using online tools for online lessons. This is for post 16 only and all staff have been made aware of the measures with training on 1st April that reinforced the expectations linked to this Safeguarding addendum.

These are:

- Initially it should only be used with Year 12 A Level students.
- For each session, the teacher should invite at least one colleague to the session. They could dip in and out or sit through the whole lesson.
- Teachers should screen share with the students but never use their webcam or video of themselves.
- Private messaging should be disabled.
- Lessons should not be recorded by the staff member. The option for students to do this should be disabled.
- Students should be invited by sharing the meeting code via their school email account.
- Each time they organise a Zoom lesson colleagues will be asked to record details of the session on the google doc below. This is so there is a central record of activity.
- All staff who wish to take up this option must attend the Webinar on Wednesday 1st April before they begin, a copy of this can be found on Chace website under safeguarding.
- There is no expectation that staff use video conferencing with their students.

We are still checking that all new online learning tools and systems follow the data protection and GDPR requirements where applicable.

Supporting children not in school

We are 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 the welfare spreadsheet, as should a record of contact have made. This information is logged centrally and is weekly at the least for vulnerable and those on the edge or we are just concerned about their welfare.

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

Chace and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan, with all key staff including the Headteacher having access.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL or deputy DSL's will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages, with detailed letter shared with all stakeholders in the school sent on 3rd April with specific links and support for parents and students about their physical and mental health well being, scams with Police guidance and support, Child line support and guidance. Finally information around apps and social networking with key reminders on online safety.

Chace 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 Chace have been made aware of this in setting expectations of pupils' work where they are at home.

Chace 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.

All students with EHCP will have a risk assessment completed by one of the SEN team using the LA pro-forma. Parents/carers will work with these members of staff who will become the key worker for the family and will complete the necessary actions depending on the RAG rating linked to the risk assessment. Each risk assessment will be reviewed by the SENCO and DSL, all key workers will complete a G.doc to record the actions that have been completed in line with recommendations.

The risk assessment will also be used for those on the LAC, PLAC, and those with an attached social worker as good practice once the EHCP students have been completed first. Welfare calls to these students will still continue and the welfare G.doc to record communication.

Supporting children in school

Chace is committed to ensuring the safety and wellbeing of all its students. We 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.

Chace 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 hand-washing and other measures to limit the risk of spread of COVID19.

We 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 the Headteacher has concerns about the impact of staff absence – he will immediately discuss these with the Chair of Governors.

Peer on Peer Abuse

Chace 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 multi agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on central CP concerns g.doc and appropriate referrals made and shared with the whole CP Team which includes the Headteacher.

Where to get Support During School Closure & Emergency Contacts

Where to get support during school closures

Organisation	What do they offer?	Contact Details
Children's Services	Emergency safeguarding	0208 379 2536 (Referrals)
Multi-Agency Safeguarding Hub (MASH)	Onward referrals to Early Help or Social Services	0208 379 5555
Samaritans	Crisis mental health support	116 123
Childline	Support for children and young people	0800 1111
National Centre for Domestic Violence	Providing emergency injunctions within two weeks of police involvements	0207 186 8270 0800 970 2070 (Press option 1) www.ncdv.org.uk
Solace	Domestic abuse helpline	0808 802 5565
Out of hours mental	Emergency mental health support.	020 8702 3800

health support	This service operates 24 hours a day.	
Crisis resolution Enfield	Intensive mental health care in people's homes	020 8702 3800
Child Law Advice	Advice on legal matters to do with child and family law E-mails preferred due to COVID-19	0300 330 5480 www.childlawadvice.org.uk

COVID - 19 Specific Help

Organisation	What do they offer?	Contact Details
Young Minds	Great resources and ideas about things adults and young people can do to manage any stress and anxiety they may experience in relation to coronavirus	https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-aboutcoronavirus/
Young Minds	The following Young Minds link addresses how to look after your mental health when self isolating	https://youngminds.org.uk/blog/looking-after-your-mental-health-while-selfisolating/
Centre for Disease Control	Helpful messages on how to talk to children about Coronavirus	www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html
Every Mind Matters	Provides general information about looking after your mental health which would be relevant during this challenging time and provides top tips to improve emotional wellbeing	https://www.nhs.uk/oneyou/every-mindmatters

Mind	Provides useful information about how to cope if people feel anxious about coronavirus, how to manage staying well at home if being asked to self-isolate and taking care of your mental health and wellbeing among other tips and advice	https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing
Video for parents	Regarding the Coronavirus	https://www.youtube.com/watch?v=ZnANLAcPRZ4&feature=youtu.be https://www.annafreud.org/on-my-mind/
Video for children and young people	Regarding the Coronavirus	https://www.youtube.com/watch?v=ME5IZn4-BAk https://www.annafreud.org/on-my-mind/
Lets Talk Improving Access to Psychological Therapies (IAPT)	Service designed to work with mild to moderate common mental illnesses, including depression and anxiety disorders	020 8342 3012 lets-talk-enfield@nhs.net
Unicef	Information regarding Coronavirus	www.unicef.org/coronavirus/covid-19

Mental Health Support

Organisation	What do they offer?	Contact Details
Enable	Specialist treatment anyone over the age of 18 living in Enfield who is worried about their alcohol or drug use.	0208 379 6010
Mind	Mental health support	0300 123 3393
Young Minds	Parent helpline for children and adolescents with mental health issues	www.youngminds.org.uk/financial-help/for-parents/parents-helpline/ 0808 802 5544

Rethink / Give us a shout	Mental health support and advice - online, by phone and via text	Text 'SHOUT' to 85258 www.giveusashout.org www.rethink.org.uk
Community Support and Recovery Team Enfield	Treatment and support to people with common mental health issue such as anxiety, depression, and schizophrenia, bi-polar affective disorder, psychotic depression and other psychiatric disorder	58-60 Silver Street, Enfield, EN1 3EP Tel: 020 8379 414
Sane Line	Emotional support (via email only during Covid 19)	Email: support@sane.org.uk 0300 304 7000 www.sane.org.uk
Support Line	Emotional support for people who are vulnerable – available via e-mail currently	Email: info@supportline.org.uk 01708 765200 www.supportline.org.uk
Campaign against living miserably (CALM)	Free and confidential helpline and webchat – 7 hours a day, 7 days a week for anyone who needs to talk about life's problems.	0800 58 58 58

Parenting Advice

Organisation	What do they offer?	Contact Details
Family Lives	Support and advice relating to all aspects of family life that include all stages of a child's development, issues with schools and parenting/relationship support. We also respond when life becomes more complicated and provide support around family breakdown, aggression in the home, bullying, teenage risky behaviour and mental health concerns of both parents and their children.	Email: askus@familylives.org.uk 0808 800 2222 www.familylives.org.uk

NSPCC	Information and advice on how to keep children safe, online safety and support for parents.	Helpline: 0808 800 5000 Email: help@nspcc.org.uk www.learning.nspcc.org.uk/research-resources/leaflets/positive-parenting/
Care for the family	Support and advice linked to relationships, parenting and bereavement.	Helpline: 029 2081 0800 www.careforthefamily.org.uk/family-life/parent-support
Action for children	Support and advice for parents on a range of topics and information on fostering and adoption. Things to do with your child at home during Covid 19.	www.actionforchildren.org.uk/support-for-parents
Family Based Solutions	Family Based Solutions works with the whole family to end the abuse and repair family relationships.	020 8363 6262 admin@familybasedsolutions.org.uk