

## Annex 1



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

Horsted school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

**The Designated Safeguarding Lead is: Steve Geary**

**The Deputy Designated Safeguarding Lead is: Jane Baldwin**

**School Name: Horsted school**  
**Policy owner: Steve Geary**  
**Date: 2 April 2020**  
**Date shared with staff: 3 March 2020**

- 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 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 Horsted school 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             | Email                               |
|-------------------------------------|----------------------|---------------------|-------------------------------------|
| Designated Safeguarding Lead        | <b>Steve Geary</b>   | <b>07816 915095</b> | <b>gears015@horstedcshool.co.uk</b> |
| Deputy Designated Safeguarding Lead | <b>Jane Baldwin</b>  | <b>07874070844</b>  | <b>baldj002@horstedschool.co.uk</b> |
| Headteacher                         | <b>Steve Geary</b>   | <b>07816 915095</b> | <b>gears015@horstedschool.co.uk</b> |
| Chair of Governors                  | <b>Matthew Payne</b> | <b>07709045128</b>  |                                     |

### Any individual school contacts:

#### 1. 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.

Horsted 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: Steve Geary

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 Horsted school will explore the reasons for this directly with the parent.

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

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

## **2. 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.

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

## **HOW WILL THIS LOOK IN HORSTED SCHOOL**

To support the above, Horsted 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, school name will notify their social worker.

## **3. Designated Safeguarding Lead**

Horsted school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Steve Geary

The Deputy Designated Safeguarding Lead is: Jane Baldwin

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.

They will liaise with the offsite DSL (or deputy DSL) 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 Horsted school staff and volunteers have access to a trained DSL (or deputy DSL). On each day staff on site will be made aware of that person is and how to speak to them.

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

#### **4. 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 recording on a yellow form and contacting the DSL Steve Geary or DDSL Jane Baldwin if onsite or via phone contact if not onsite. Or via the member of SLT on site who will then inform the DSL or DDSL.

In the unlikely event that a member of staff would need to report a concern from home, they should contact the Designated Safeguarding Lead via email or phone. 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 use a yellow form to report the concern to the headteacher/DSL. If there is a requirement to make a notification to the headteacher/DSL whilst away from school, this should be done verbally and followed up with an email to the headteacher/DSL.

If a child is at risk of imminent danger or harm concerns will need to be referred by telephone to **First Response 01634 334466 and/or the police**. If it is an emergency the police need to be called on 999.

**If there are child protection concerns the role of the school is NOT to investigate but to recognise and refer**

**Less urgent concerns or requests for support will be referred to Children's social care and Early Help via the Medway online form [\(the portal\)](#)**

#### **5. Allegations Against Members of Staff and Volunteers**

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.

If staff have safeguarding concerns, or an allegation is made about another member of staff (including volunteers) posing a risk of harm to children, then:

- Allegations should be referred immediately to the Head Teacher or deputy in their absence who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. Please refer to the Medway [LADO Leaflet](#) if you need further information.
- In the event of allegations of abuse being made against the Headteacher then staff are advised that allegations should be reported to the Chair of Governors Matthew Payne (contact details on page 3) who will contact the LADO in the first instance.
- Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact **the LADO directly on 01634 331065**.

## 6. 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 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 Horsted school, 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

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.

## **7. 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, Horsted school 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.

Where Horsted 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.

Horsted 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.

Horsted 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](mailto: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, Horsted school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **8. Online safety in schools and colleges**

Horsted 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.

## **9. 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 Horsted school code of conduct.

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

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

- No 1:1s, groups only
- 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.
- The live class should be recorded so that if any issues 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 provided by Horsted school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

## **10. Supporting children not in school**

Horsted 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 a yellow form, 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.

Horsted school and its 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.

The school will share safeguarding messages on its website and social media pages.

Horsted 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 Horsted school need to be aware of this in setting expectations of pupils' work where they are at home.

Horsted 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.

## **11. Supporting children in school**

Horsted school is committed to ensuring the safety and wellbeing of all its students.

Horsted 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.

Horsted 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.

Horsted 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.

Where Horsted school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Head teacher.

## **12. Peer on Peer Abuse**

Horsted school 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on a yellow form and appropriate referrals made.

## 14. COVID-19 school closure - Contact details

### Education Safeguarding Officers (Education Safeguarding Service)

- Kate Barry (Education Safeguarding Officer – Full time (MASH and QA))
  - 01634 331017
  - [kate.barry@medway.gov.uk](mailto:kate.barry@medway.gov.uk)
  - [educsafeguarding@medway.gov.uk](mailto:educsafeguarding@medway.gov.uk)
  
- Danielle Mitchell (Education Safeguarding Officer –Fri)
  - 01634 334453
  - [danielle.mitchell@medway.gov.uk](mailto:danielle.mitchell@medway.gov.uk)
  - [educsafeguarding@medway.gov.uk](mailto:educsafeguarding@medway.gov.uk)
  
- **Contact details for the LADO:**
  - Telephone: 01634 331065
  - Further information and contact details found: [Advice and resources for professionals](#)
  
- **Children’s Social Work Services**
  - First Response: 01634 334466 (Monday to Friday from 9am to 5pm)
  - Out of Hours: 03000 419 191
  - No Name Consultation Line 09:30-12:30 provide professionals with advice on safeguarding issues and processes, when feeling uncertain as to whether or not to make a referral, where concerns are held, over a child or young person.
  
- **Kent Police**
  - 101 (or 999 if there is an immediate risk of harm)
  
- **Medway Safeguarding Children Partnership (MSCP)**
  - [mscp@medway.gov.uk](mailto:mscp@medway.gov.uk)
  - 01634 336 329

## 16.COVID-19 school closure - Safeguarding Support

### Support for staff

- Coronavirus and your wellbeing  
<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
- With more teachers swapping classrooms for front rooms, Oliver Ireland shares five ways to avoid bad home-working habits  
<https://www.tes.com/news/5-wellbeing-rules-teachers-working-home>
- Remember, the Education Support Partnership is there for anyone who works in a school.  
**Education Support Partnership Helpline:**  
Telephone: 08000 562 561 (24/7)  
Text: 07909 341229  
Website: <https://www.educationsupport.org.uk/>

### Support for Pupils

- **Dave the Dog is worried about coronavirus – Downloadable book**

A book for children about coronavirus that aims to give information without fear.

With everything that is going on at the moment; big changes to children's routines and lots of stories on the news it can be a really scary time for children. This book aims to open up the conversation about coronavirus and some of the things they might be hearing about it and provide truthful information in a reassuring and child friendly manner. Click Here [-https://nursedottybooks.com/dave-the-dog-is-worried-about-coronavirus-2/](https://nursedottybooks.com/dave-the-dog-is-worried-about-coronavirus-2/)

- **Covibook**

Download the book to discuss the range of emotions arising from coronavirus  
<https://www.mindheart.co/descargables>

- **E-Bug – Washing your hands:** Use [e-Bug](#) resources to teach pupils about hygiene.
- **The Children's Commissioner Children's Guide to coronavirus**  
There have been big changes in our lives because of coronavirus, so The Children's Commissioner have created a children's guide to coronavirus to help explain the situation.  
<https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/>

- **SEND -Coronavirus explainer in Makaton (Ineqe)** - Children with a range of SEND needs may be struggling right now, perhaps through lack of routine or not understanding how things are.

Holly Rankin, is the Special Educational Needs Advisor at Ineqe and in this video explains Coronavirus using Makaton: <https://youtu.be/9OS8vbjr2-Q>

## **Support for parents/carers**

- **Talking to a child worried about Coronavirus**

The NSPCC has created a new webpage with information and advice for parents or carers who are worried a child or young person may be struggling with their mental health or has anxiety about Coronavirus. The webpage includes information on: talking about feelings and worries; keeping in touch and balancing screen time; ways to create structure and routine; and helping to give children a sense of control. Read more information and advice on the links below:

### **Talking to a child worried about coronavirus (COVID-19)**

[NSPCC talking to a child about Coronavirus - Click here](#)

**Tips on How to have difficult conversations with children** [NSPCC How to have difficult conversations - Click here](#)

- **MIND - Coronavirus and your wellbeing**

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

- **Resources for parents during coronavirus** – Please click on the link below for a list of handy, free online activities and materials to use at home.

<https://www.childrenscommissioner.gov.uk/coronavirus/resources/>

## **Department for Education coronavirus helpline**

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687

Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)