



## **COVID-19 School Closure Arrangements for Safeguarding and Child Protection Test Valley School**

<b>Test Valley School</b>	
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<b>Drafted by: TW</b>	<b>Model Policy reviewed by FD</b>
<b>Discussed by staff via email : 20.4.20</b>	
<b>Approved by:</b>	
<b>Implementation:</b>	<b>April 2020</b>
<b>Review:</b>	

### **Context**

From 20<sup>th</sup> March 2020, parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who could not be safely cared for at home.

Schools and all childcare providers were also asked to provide care for children who are considered to be vulnerable.

This addendum of Test Valley's Child Protection and Safeguarding Policies contains details of our individual safeguarding arrangements in the following areas:

### ***Key Contacts***

#### ***Vulnerable Children***

#### ***Attendance Monitoring***

#### ***Designated Safeguarding Lead***

#### ***Reporting a Concern***

#### ***Safeguarding Training and Induction***

## ***Safer Recruitment***

## ***Online Safety***

## ***Supporting Children not in School***

## ***Supporting Children in School***

## ***Peer on Peer Abuse***

## **Key Contacts**

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
<b>Designated Safeguarding Lead</b>	Andrew Page	07746092550	pagea@testvalley.hants.sch.uk
<b>Deputy Designated Safeguarding Lead</b>	Toni Wilden	07786658589	wildent@testvalley.hants.sch.uk
<b>Chair of Governors</b>	Hazel Lankester  Nigel Melville		<a href="mailto:Hazel.lankester@testvalley.hants.sch.uk">Hazel.lankester@testvalley.hants.sch.uk</a>  <a href="mailto:Nigelmelville@testvalley.hants.sch.uk">Nigelmelville@testvalley.hants.sch.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 Care 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 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 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 DSL 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.

Test Valley School will continue to work with and support children's social workers to help protect vulnerable children. This includes working 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 Andrew Page.

There is an expectation that vulnerable children will be offered a place at the education setting. If the place is not taken Children Services are informed.

Where parents are concerned about the risk of the child contracting COVID-19, Test Valley School will signpost all parents to the website and encouraged to follow the links to Public Health England Website.

Test Valley School will encourage our vulnerable children to attend school, including remotely if needed. We will maintain regular contact with the parents and carers of our vulnerable children via the support team. We will record all correspondence with our vulnerable pupils via Safeguard. We will also submit weekly return to the Local Authority to inform them which children have attended school and any reasons for non-attendance. In line with the guidance from the DFE daily attendance returns are collated and processed. This will be completed by Toni Wilden as Head of School.

Test Valley School will ensure that any updated advice or arrangements from the Local Authority are followed and shared as appropriate.

### **Attendance Monitoring**

Local Authorities and education settings now need to complete sims attendance processes using the new codes for those who have been invited into school.

Test Valley School and social workers will agree with parents / carers whether vulnerable children should be attending school, The School will then follow up on any pupil that we were expecting to attend, who does not. Test Valley School will also follow up with any parent or carer who had arranged care for their child(ren) and the child(ren) subsequently do not attend.

In all circumstances where a vulnerable pupil does not take up their place at school or discontinues, Test Valley School will notify the social worker. This will be done by Andrew Page as the DSL

### **Designated Safeguarding Lead**

Test Valley School has a Designated Safeguarding Lead (DSL) and Four Deputy DSL's.

The Designated Safeguarding Lead is: Andrew Page

The Deputy Designated Safeguarding Leads are: T Wilden ( Head of School) N Osborne ( Head of House) S Langdown ( Head of House) I Murdoch Smith (Head of House).

The optimal scenario is to have a trained DSL or DDSL available on site. Where this is not the case, a trained DSL or DDSL will be available to be contacted via telephone.

Where a trained DSL or DDSL 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 our online safeguarding management system, Safeguard and liaising with the offsite DSL or DDSL and, as required, liaising with children's social workers where they require access to vulnerable children and / or to carry out statutory assessments at school.

All staff at Test Valley have been reminded of how to report any safeguarding concerns immediately and without delay via our Safeguard system. Staff on site will be made aware of who that person is each day 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 colleagues have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy, this information then will be logged in Safeguard as per our normal procedures. This will be reiterated to all colleagues.

Where colleagues are concerned about an adult working with children in the school, they should report this directly to the head teacher / Head of School. Any concerns about the headteacher should be directed to the Chair of Governors.

### **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 DDSL who has been trained will continue to be class as a trained DSL or DDSL even if they miss their refresher training.

All existing school colleagues have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with colleagues any new local arrangements, so they know what to do if they are worried about a child.

If any new colleagues are recruited to Test Valley School they will continue to be provided with a safeguarding induction. Volunteers will not be used during this closure.

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### **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, Test Valley School will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE) (2019).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance of standard and enhanced DBS ID checking to minimise the need for face to face contact.

Test Valley School will not utilise volunteers during the closure.

Test Valley 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.

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 will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Test Valley school will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

### **Online Safety**

Test Valley School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

Colleagues delivering lesson via an online platform will only use audio and never enable the camera to see pupils or pupils to see the teacher. All communication with children will be in written form or verbally to groups via MS Teams, except in the case of members of the Pupil Support Team or those who are making regular phone contact with vulnerable families.

### **Children and Online Safety Away from School**

It is important that all staff who interact with children, including online, continue to look out for signs that 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 Code of Conduct.

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

We are not promoting live streaming however they may wish to provide a voice over for some lesson presentations. Colleagues may choose to record themselves reading a story or modelling key skills such as handwriting, this should never include any visual of the teacher or the pupils. The following should be considered:

- Colleagues must only use our school platforms (email, Microsoft teams etc) to communicate with pupils. Colleagues must never engage in communication via any other social media platform.
- Language must be professional and appropriate

- Colleagues must be careful to consider the context in which recordings are made and in all but exceptional circumstances should be done in school with the background screen blurred.

### **Supporting Children Not in School**

Test Valley School is committed to ensuring the safety and well-being of our pupils.

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, we will ensure that a robust communication plan is in place for that child via the our support team.

The communication plan will include regular telephone/email contact and a record of all contact will be kept on Safeguard.

Test Valley School and the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed fortnightly and where concerns arise, the DSL will consider any referrals as appropriate.

The School has links to safeguarding information on the website.

Test Valley School recognises that they are a protective factor for children, and the current circumstances can affect the mental health of pupils and their parents / carers. Teachers at Test Valley School need to be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting Children in School**

Test Valley School is committed to ensuring the safety and well-being of all our pupils.

Test Valley School will continue to be a safe place for all children to attend and flourish. The Head of School will ensure that appropriate colleagues are on site and colleague to pupil ratio numbers are appropriate, to maximise safety.

Test Valley 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 COVID-19.

The school will encourage good communication with parents to ensure relevant safeguarding and welfare information held on children (including returning children) is accurate. The school will do all they reasonably can to ask parents and carers to advise them on any changes regarding welfare, health and wellbeing that we should be aware of as a child returning to school.

Test Valley 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 and any concerns are reported to the DSL and recorded on Safeguard. Where Test Valley School have concerns about the impact of colleague absence such as our DSLs or first aiders – we will discuss them immediately with the Local Authority.

## **Peer on Peer Abuse**

Test Valley School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. We have set up a designated email address with a link button on the website that pupils can access and report any concerns. This is monitored by our House Leaders and Head of School.

Pupils are encouraged to access resources to support their wellbeing. This is shared via the schools social media and letters home.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and those outlined within our Child Protection Policy.

We will listen to and work with any child, parents / carers and any multiagency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded on Safeguard and appropriate referrals made.