



## **Annex to Child Protection Policy – version 1.0**

### **Child Protection during the COVID-19 measures**

#### **Context**

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

1. Context
2. Version control and dissemination
3. Safeguarding priority
4. Current school position
5. Safeguarding partners' advice
6. Roles and responsibilities
7. Vulnerable children
8. Increased vulnerability or risk
9. Attendance
10. Reporting concerns about children and staff
11. Safeguarding training and induction
12. Safer recruitment/volunteers and movement of staff
13. Peer on peer abuse
14. Online safety
15. New children at the school
16. Supporting children not in school

#### **Version control and dissemination**

This is version 1.0 of this annex. It will be reviewed by our DSL (Designated Safeguarding Lead - Mrs Milford) or a deputy DSL (Deputy Safeguarding Lead - Miss Peart, Mrs Charles and Mrs Marshall) on a weekly basis as circumstances continue to evolve, or following updated Department for Education advice or guidance. It is available on the school website here <http://www.ellwoodschool.co.uk/website>. It has been emailed out to staff and is also available on the teacher section of the school website.

We will ensure that on any given day, all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

## Safeguarding priority

During these challenging times the safeguarding of all children at our school, whether they are currently at home or in attendance, continues to be our priority. The following fundamental safeguarding principles remain the same:

- The best interests of children continue to come first.
- If anyone in our school has a safeguarding concern, they will act immediately.
- A designated safeguarding lead (DSL) or deputy DSL will always be available.
- No unsuitable people will be allowed to gain access to children.
- Children should continue to be protected when they are online.

## Current school position

***Currently Ellwood school is partially open to key workers' children, who are not able to be safely looked after at home. Currently we only have our pupils and staff attending our school.***

## Safeguarding partners' advice

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

We adhere to the DFE advice outlined in:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

More information for staff working with young children can be found here:

<https://www.gscb.org.uk/i-work-with-children-young-people-and-parents/guidance-for-working-with-children-and-young-people/>

## Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, our DSL or a deputy DSL will be available on site during the school day. Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and email or
- ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online video.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options, we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

**The Designated Safeguarding Lead (DSL) for Child Protection is: Mrs Milford**

Contact details:

Email: head@ellwood.gloucs.sch.uk

Telephone: 01594 833232

**The Deputy Designated Lead(s) (DDSL) are: Miss Peart/Mrs Marshall/Mrs Charles**

Contact details:

Email: admin@ellwood.gloucs.sch.uk

Telephone: 01594 833232

## **Vulnerable children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

There is an expectation that vulnerable children who have a social worker can attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent. The school is in contact with social workers regularly as well as the vulnerable children and their families.

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 and young people with EHC plans can safely remain at home.

Senior leaders in our school, especially the DSL (and deputies) and FSW, know who our most vulnerable children are and they have the flexibility to offer support for the families and make weekly phone calls to check the children and their families are coping. They will contact the families more often if needed.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children, if this is needed and relevant.

## **Increased vulnerability or risk**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home.

Our staff will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy DSL if they have any concerns.

Incidences of Domestic Abuse are expected to significantly increase during the period of isolation, as perpetrators will use this time as a “tool of coercive and controlling behaviour”, victims and their children are consistently more vulnerable during periods of societal stress, [see government guidance](#).

Operation Encompass will continue as normal with notifications being sent to the school’s email address ([encompass@ellwood.gloucs.sch.uk](mailto:encompass@ellwood.gloucs.sch.uk)). For further information please contact Halah Shams El-Din on [01452 328953](tel:01452328953) or by email [halah.shamsel-din@gloucestershire.gov.uk](mailto:halah.shamsel-din@gloucestershire.gov.uk)

## **Attendance**

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, email, text or by contacting a relative in the first instance. If contact cannot be made, or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

Where a vulnerable child does not take up their place and is on a child protection plan, we will notify their social worker.

We will follow the guidance set out here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

## **Reporting concerns about children or staff**

The importance of all staff acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures, which are available on our website <http://www.ellwoodschool.co.uk/website/safeguarding/341398> and advise the DSL of any concerns they have about any child, including those who are not attending school. It will also be recorded on the online recording platform – My Concern, which teachers can access remotely from home.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy - <http://www.ellwoodschool.co.uk/website/policies/267201>

More information regarding reporting an allegation can be found here: <https://www.gscb.org.uk/i-work-with-children-young-people-and-parents/the-role-of-the-lado-and-the-allegations-management-process/>

Our Safeguarding Governor is Helen Cornock, Helen can be contacted at the following email address: [h.cornock@ellwood.gloucs.sch.uk](mailto:h.cornock@ellwood.gloucs.sch.uk). Should there be any allegations against the Headteacher, you should contact the Chair of Governors; Ceri Ulyatt at [chair@ellwood.gloucs.sch.uk](mailto:chair@ellwood.gloucs.sch.uk).

## **Staff training and induction**

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training. Our staff training is currently in date.

All current school staff have received safeguarding training and have read part one and Annex A of Keeping Children Safe in Education. If relevant, when new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern.
- there are no safeguarding investigations into the conduct of that individual.
- the individual remains suitable to work with children.

## **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.

If we needed to recruit, which is very unlikely at the moment, then when recruiting new staff, we will continue to follow our Safer Recruitment policy.

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.

We are not intending to use volunteers, but if we did have a need to, we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

## **Peer on peer abuse**

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy.

## **Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks, our filtering and monitoring software remains in use during this time to safeguard and support children.

Our staff will follow the process for online safety set out in our Child Protection Policy and acceptable use policy. We have also reminded parents about online safety and information is available on our website.

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

## **New children at the school**

Children may join our school from other settings. If they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives, where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

## **Supporting children not in school**

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures. The Family Support Worker (FSW) Mrs Charles, will log any interactions she has with the children and their families. She will contact vulnerable families on a weekly basis. All teachers have contacted their pupil's families and are able to speak to parents about any concerns they have. These are then shared within the team and support offered. Staff will continue to make regular contact with parents throughout the closure.

Date: 31.3.2020

Signed: D. Milford