



COVID-19 KET school closure arrangements for Safeguarding and Child Protection

Oakgrove School

Kents Hill Park School

Middleton Primary

Monkston Primary



Context

From 20th March 2020 parents/carers 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/carers are critical to the COVID-19 response and cannot be safely cared for at home. This addendum of the KET Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements.

As of 28/05/20 this addendum will also reflect the return of more children into school from June 1st. It should be noted that Keeping Children Safe in Education (KCSIE) is the statutory safeguarding guidance that schools should continue to have regard to as required by legislation.

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1. Contacts:

Contacts for each of the Trust Schools remains the same as those stated in the table on page 7 of the KET Safeguarding and Child Protection policy. Contact names and details are also available on each of the Trust School's websites in their safeguarding section. Key staff are directly available to other staff, and parents/carers on their school email addresses. The main school email address for each Trust School will also be checked regularly every day and messages forwarded to the relevant person.

2. 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 (CLA). 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 or are in the referral process of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the school's discretion.

Vulnerable children with an EHC plan will be risk-assessed in consultation with the Local Authority (LA) and parents/carers, and (as of June 1st for nursery, reception, Years 1 and 6) should attend school where it is determined that their educational needs can be as safely or more safely met in the educational environment. However, Parents/Carers may decide they can continue to safely have their needs met at home and therefore they do not attend school. Carers, therapists or clinicians will continue to visit the home to provide any essential services. The School SENCo will be directly involved with all children with an EHC plan and oversee communication with relevant parties and make regular welfare checks to those remaining at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Each Trust 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 the school's DSL, SENCo and /or Headteacher.

There is an expectation that vulnerable children, identified by the DSL, Headteacher or SENCo, or who have a social worker will attend an education setting in the form of a Key Worker Childcare (KWC) provision in each Trust school, so long as they do not have underlying health conditions that put them at risk. These families are contacted directly and pupils invited. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the school's DSL will contact all parties on a regular basis as a welfare check.

As of June 1st 2020, the government guidance is for schools to implement a phased return of Nursery, Reception and Years 1 and 6 to Primary schools and some 'face to face' support for Years 10 and 12. Each KET school has a detailed plan and risk assessment for its phased reopening process.

(Addendum to KET Safeguarding and Child Protection policy)

Schools (led by the DSL or deputy) should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns to school.

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

The provision being offered at each of the Trust schools is outlined below (as of w/c 20/05/20):

Key Worker	Kents Hill Park School	Middleton Primary	Monkston Primary	Oakgrove Primary and Nursery	Oakgrove Secondary
Time Open	8:30am – 4:30pm	8:40am – 3:10pm	8:30 am – 3:30pm	8:00am – 5:00pm	8:30am – 3:00pm
Term time and holiday	Mon-Fri including Easter and May half term	Mon-Fri including Easter and May half term	Mon – Fri including Easter and May half term	Mon – Fri including Easter and May half term	Mon – Fri including May half term
Average number of pupils attending	6-7 Remaining the same as 20/04/20	10 Decreased from 12 on 20/04/20	10-14 Increased from 8-10 on 20/04/20	30 Increased from 15 on 20/04/20	10-15 Increased from 3-8 on 20/04/20
Number of Staff daily	4	4	7	10	4

3. Attendance Monitoring

Schools should resume taking their attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

This means pupils attending school either as part of the Key Worker Childcare (KWC) or as part of the phased return will be registered.

Parents and carers will not be penalised if their child does not attend educational provision.

Each Trust School will then follow up on any pupil that they were expecting to attend, who does not. Each Trust 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.

To support the above, each Trust School will, when communicating with parents 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, the Trust School will notify the child’s social worker.

4. The Designated Safeguarding Lead

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 email- 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-and liaise with the offsite DSL (or deputy) 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. It is important that all Trust school 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 will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. Reporting a Concern

As of June 1st, when more pupils will be on school site, staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following the partial school closures.

Where staff have a concern about a child, they should continue to follow the process outlined in the KET Safeguarding and Child Protection policy acting immediately to make a report via MyConcern if they are on school site. Those staff working remotely will continue to be vigilant and report concerns using MyConcern or contact the DSL directly.

Staff are reminded of the need to report any concern immediately and without delay. Information regarding these procedures has been emailed to all staff from the individual school's Headteacher/DSL on a regular basis.

Where staff are concerned about an adult working with children in the school, they should contact the Headteacher/DSL by telephone and followed up by an email. 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. The KET Trust will continue to offer support in the process of managing allegations.

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 of 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 each Trust School, they will continue to be provided with a safeguarding induction. This may take place in a variety of media formats such as video conferencing or a telephone conversation with either the Trust/individual school HR Manager, the Headteacher or the DSL.

If staff are deployed from another education or children's workforce setting to one of the Trust Schools, 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

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust HR Manager that the member of staff has received appropriate safeguarding training. 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 workplace or gain access to children. When recruiting new staff, each of the Trust Schools 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 a Trust 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.

Each Trust 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. Each Trust 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

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, each Trust 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

As more children return to school, each Trust School will continue to provide a safe online environment. This includes the use of an online filtering system which will vary between the KET schools. Where students are using computers in school, appropriate supervision will be in place to monitor their access to appropriate websites. Smoothwall will be used in some of the Trust settings to filter safeguarding search-engine concerns that may arise. The normal procedures of reporting the concern to the DSL will take place.

There is no expectation that teachers should live stream or provide pre-recorded videos. However, from 8th June 2020 KET have agreed for the face to face support of Year 10 and Year 12 to take the form of a subject group seminar session on google meet. The seminar will include both subject teachers and class peers. Pre-determined safety measures and guidance will be sent to all parties.

9. 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 a child may be at risk. Any such concerns should be dealt with as per the KET Safeguarding and 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. Each Trust 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, although this use of learning is very limited in the KET Schools:

- 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 the school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

10. Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents/carers. Where they have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, the Trust schools should ensure appropriate support is in place for them.

Mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone for those pupils still not attending provision) or from specialist staff or support services.

Staff should be aware of the impact the current circumstances can have on the mental health of those pupils (and their parents/carers) who are continuing to work from home, including when setting expectations of school work.

11. Supporting children not in school

Each Trust 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 MyConcern, as should a record of contact. The communication plans can include; remote contact, phone/email contact, door-step visits. Other individualised contact methods should be considered and recorded.

Each KET 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 duty line for contacting MASH in case of the need for a referral or a query remains the same (01908 253169/253170).

The school will share safeguarding messages to parents/carers, students and/or staff on its website, social media pages, school app or email communication. KET 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 each Trust school need to be aware of this in setting expectations of pupils' work where they are at home.

12. Supporting children in school

Each KET School is providing Key Worker Childcare on site and is committed to ensuring the safety and wellbeing of all its pupils. The 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.

The 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.

The 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 on MyConcern.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders, an appropriate plan will be orchestrated and shared with Senior Leaders/staff as appropriate.

13. Peer on Peer Abuse

Each school in the Trust 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 KET Safeguarding and 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 MyConcern and appropriate referrals made.

14. Support from the Multi-Academy Trust

The KET Central Safeguarding Lead, Rachel Cooke, will provide assurance, direction, support and guidance as appropriate to enable the DSLs in each Trust School to carry out their role effectively. Regular contact via email to all the Trust School DSLs will take place.

Update approved by the KET Board of Directors 10/06/2020