

Temporary Policy Addendum:

COVID-19 school closure arrangements for Safeguarding and Child Protection at Dove House School Academy

Policy Title		COVID-19 School Closure Arrangements for Safeguarding and Child Protection	
Author / Reviewer		Designated Safeguarding Lead	
Trustee Committee		Board of Trustees	
Signed by: Lisa Goodall (Chair)			
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Context

This policy is written in light of the Tier 5 National Lockdown, which came into force on 4th January 2021. This Policy addendum is effective from 4th January 2021 until further notice.

This addendum of the Dove House School Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas.

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Key contacts

Remain as per the School Safeguarding Policy.

Role	Name	Contact number	Email
Designated Safeguarding Lead	Karen Ollive	01256 351555 07950 281583	K.Ollive@dovehouse.hants.sch.uk DSL@dovehouse.hants.sch.uk
Deputy DSL	Brigid Ryan Becky Wilson Paul Corry Laura Starke Dave Dupont Kate Read	01256 351555 01256 351555 01256 351555 01256 351555 01256 351555 07903 818025	B.Ryan@dovehouse.hants.sch.uk B.Wilson@dovehouse.hants.sch.uk P.Corry@dovehouse.hants.sch.uk L.Starke@dovehouse.hants.sch.uk D.Dupont@dovehouse.hants.sch.uk K.Read@dovehouse.hants.sch.uk
Interim Headteacher	Chris Toner	01256 351555	C.Toner@dovehouse.hants.sch.uk
Interim Head of School	Brigid Ryan	01256 351555	B.Ryan@dovehouse.hants.sch.uk
Safeguarding Link Trustee	Andrea Francis		A.franis@dovehouse.hants.sch.uk
Chair of Trustees	Lisa Goodall		L.Goodall@dovehouse.hants.sch.uk

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers

- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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.

Dove House School Academy 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: Karen Ollive (DSL/DT)

Those with an EHC plan will be risk-assessed, 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. Many children and young people with EHC plans can safely remain at home.

Dove House School Academy will encourage those children not on site to access learning using the remote learning provision.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following link.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Attendance monitoring

Children who are not attending on site provision will be recorded as authorised absence (C) unless they are shielding following Covid 19 guidance where they will be recorded as X.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in tier 5 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

Dove House School Academy will follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. Phone calls will be made to the parents/carers in these circumstances.

To support the above, Dove House School Academy 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.

If Dove House School Academy has any children in attendance (e.g., because they are vulnerable or the children of critical workers) we will submit the daily attendance sheet to the DfE by 2 pm.

Designated Safeguarding Lead

Dove House School Academy School has a Designated Safeguarding Lead (DSL) and a number of Deputy Safeguarding Leads – these are named on the front sheet of this addendum.

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.

This might include updating and managing access to the child protection online management system CPOMS, liaising with the offsite DSL (or deputy) and if 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 or college.

Dove House School Academy staff and volunteers will have access to a trained DSL (or deputy).

The DSL 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 Child Protection Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff has a serious concern about a child who could be at risk but cannot access the recording system, they should telephone the Designated Safeguarding Lead and / or a deputy DSL. This will ensure that the concern is received. Staff must not just leave an answerphone message.

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 report the concern to the Interim Headteacher immediately. If there is cause to make a notification to the Interim Headteacher whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Interim Headteacher is not contactable, the member of staff should contact either the DSL or the Chair of Trustees.

Concerns around the Interim Headteacher should be directed to the Chair of Trustees.

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 Dove House School Academy they will continue to be provided with a safeguarding induction.

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, Dove House School Academy 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 (2020) (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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Where Dove House School Academy 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.

Dove House School Academy 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.

Dove House School Academy 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 pandemic, 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, Dove House School Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Volunteers

At this time Dove House School Academy will not be using any new volunteers due to the Covid restrictions.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- By a person who is in regulated activity.
- Regular and day to day; and
- Reasonable in all the circumstances to ensure the protection of children.

Online safety in schools and colleges

Dove House School Academy 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.

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 school's or college's staff code of conduct and remote learning policy.

Dove House School Academy will ensure any use of online learning tools and systems is in line with privacy and data protection requirements.

The school has a remote learning policy, which provides detailed guidance of the expectations for staff and students.

Supporting children not in school

Dove House School Academy is committed to ensuring the safety and wellbeing of all its children and young people.

The Designated Safeguarding Lead will ensure that a robust communication plan is in place for each child, their parent(s) / carers and the allocated social worker or placing authority. This will be carried out by DSL, deputies, tutors and LSA's through weekly wellbeing/safeguarding phone calls.

Details of this communication plan must be recorded on the "Safeguarding phone calls" spreadsheet as should a record of any contact made. Any safeguarding concerns should be written on CPOMS.

The communication plan includes remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The DSL and Deputies will monitor the "Safeguarding phone call" spreadsheet weekly.

Dove House School Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate, taking into account the local criteria for action.

In addition, the school will share safeguarding messages on its website and social media pages.

Dove House School Academy recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at Dove House School Academy will be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Dove House School Academy is committed to ensuring the safety and wellbeing of all its students.

Dove House School Academy will continue to be a safe space for all children to attend and flourish. The Interim Headteacher will ensure that appropriate staff are on site and that the staff to pupil ratio numbers are appropriate, to maximise safety.

Dove House School Academy 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.

Dove House School Academy 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 CPOMS as appropriate.

Where Dove House School Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Board of Trustees.

Peer on Peer Abuse

Dove House School Academy 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.

All concerns and actions must be recorded on CPOMS and referrals will be in line with school procedures.