

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Humphry Davy School**

**School Name: Humphry Davy School**

**Head teacher: Mr W Marshall**

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# COVID-19 school closure arrangements for Safeguarding and Child Protection at Humphry Davy School

## Context

Following the [Prime Minister's announcement on 4 January 2021](#), only children of critical workers and vulnerable children and young people should attend school or college. All other pupils and students will receive remote education.

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 Humphry Davy School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## 1. Key contacts

| Role                                     | Name           | Email  |
|--|----------------|--|
| Designated Safeguarding Lead DSL         | Miss T Gittins | <a href="mailto:tgittins@humphry-davy.cornwall.sch.uk">tgittins@humphry-davy.cornwall.sch.uk</a> |
| Deputy Designated Safeguarding Lead DDSL | Mrs K Oliver   | <a href="mailto:koliver@humphry-davy.cornwall.sch.uk">koliver@humphry-davy.cornwall.sch.uk</a>   |
| Head teacher                             | Mr W Marshall  | <a href="mailto:head@humphry-davy.cornwall.sch.uk">head@humphry-davy.cornwall.sch.uk</a>         |
| Chair of Governors                       | Ms T Binns     | <a href="mailto:tbinns@humphry-davy.cornwall.sch.uk">tbinns@humphry-davy.cornwall.sch.uk</a>     |

## 2. Vulnerable children and young people

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

### 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 sections. Children with at least one parent or carer who is a

critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

### **3. 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.

Humphry Davy School and social workers will offer a place to all students who fall into these categories and the parent/carers can decide to take the place or not, school will then follow up on any pupil that they were expecting to attend and who does not. Humphry Davy 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, Humphry Davy 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, school will notify their social worker. Risk assessments for students will take place and be agreed by parents or carers. Calls home will also be made regularly to these pupils and a log recording contact made. Please also refer to our ***Communications Policy*** located on the schools website.

### **4. Designated Safeguarding Lead**

Humphry Davy School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Tamsin Gittins

The Deputy Designated Safeguarding Lead is: Kirstie Oliver

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 child protection systems and liaising with the offsite DSL (or deputy) and as 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.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. This will be via email links with staff.

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

## **5. Reporting a concern**

Where staff have a concern about a child, they will continue to follow the process outlined in the school Safeguarding Policy.

Staff are reminded of the need to report any concern immediately and without delay, this can be reported using My Concern or direct to our DSL or DDSL emails; [tgittins@humphry-davy.cornwall.sch.uk](mailto:tgittins@humphry-davy.cornwall.sch.uk) or [koliver@humphry-davy.cornwall.sch.uk](mailto:koliver@humphry-davy.cornwall.sch.uk)

Where staff are concerned about an adult working with children in the school, they will use the schools reporting procedures as outlined in the main part of this policy. This should be done verbally, over the phone and should be followed up with an email to the Head teacher [head@humphry-davy.cornwall.sch.uk](mailto:head@humphry-davy.cornwall.sch.uk)

Concerns around the Headteacher should be directed to the Whistleblowing Governor (In line with the current policy):  
Mrs Uren; [kuren@humphry-davy.cornwall.sch.uk](mailto:kuren@humphry-davy.cornwall.sch.uk)

LADO will continue to offer support in the process of managing allegations. This support will come from the safeguarding lead in the first instance contacted via the email within this document and then referred if required.

## **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 (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; 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

For movement within the county, schools should seek assurance from Cornwall Council HR Manager.

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, Humphry Davy 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 (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. Further details are available on <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>.

Where Humphry Davy School is 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.

Humphry Davy 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.

Humphry Davy 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Humphry Davy 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**

Humphry Davy 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 will be dealt with as per the Child Protection Policy and where appropriate referrals will still be made to children's social care and as required, the police.

Online teaching should follow the same principles.

Humphry Davy 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 we will consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only; unless directed by line managers with appropriate safeguarding procedures in place. (for example camera off, only voice conversations).
- 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 where possible, should be recorded so that if any issues were to arise, the video can be reviewed. Where this is not possible please ensure you make duty SLT members aware of any concerns you may have during or after the consultation.

- 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 agreed by the school to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held. This is done automatically through Teams, this can be found through the post section of the Teams channel.
- Staff must ensure that students are given instructions that all cameras are off during the duration of the meeting, staff must also ensure cameras are off when delivering consultations from home.

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

Humphry Davy School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL or DDSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on the contacts register and weekly contact.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Humphry Davy School and its DSL and DDSL 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 and DDSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and via the schools pastoral plan which includes weekly tutorials and assemblies on teams.

Humphry Davy 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 Humphry Davy School need to be aware of this in setting expectations of pupils' work where they are at home.

Humphry Davy 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.

Please also see the additional information on our website:-

***Covid19 – Safeguarding procedures for supporting communication with children not in school (vulnerable children, as defined, and those assessed as vulnerable by school)***

**11. Supporting children in school**

Humphry Davy School is committed to ensuring the safety and wellbeing of all its students.

Humphry Davy School will continue to be a safe space for all children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Humphry Davy 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.

Humphry Davy 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.

Where Humphry Davy 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**

Humphry Davy School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

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

As a school we 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 will be recorded on safeguarding referral form (located on the school's intranet) and emailed into the DSL and DDSL, then appropriate advice or referrals will be made if required.