

## **ADDENDUM 1**



# **West Heath School COVID-19 School Closure Arrangements for Safeguarding and Child Protection**

West Heath School: West Heath School

Policy owner: Julie Goodyear, Vice Principal Care & Safeguarding

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## **Context**

From 20<sup>th</sup> March 2020 parents 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 continue 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 sub-section of West Heath School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>Context .....</b>	<b>1</b>
<b>Vulnerable Children .....</b>	<b>3</b>
<b>Critical Workers .....</b>	<b>3</b>
<b>Attendance Monitoring .....</b>	<b>3</b>
<b>Designated Safeguarding Lead.....</b>	<b>4</b>
<b>Reporting a Concern .....</b>	<b>4</b>
<b>Safeguarding Training and Induction .....</b>	<b>5</b>
<b>Safer Recruitment/Movement of Staff .....</b>	<b>5</b>
<b>Online Safety in Schools and Colleges .....</b>	<b>6</b>
<b>Children and Online Safety away from School and College .....</b>	<b>6</b>
<b>Recorded Video Lessons .....</b>	<b>7</b>
<b>Supporting Children Not in School .....</b>	<b>7</b>
<b>Supporting Children in School.....</b>	<b>8</b>
<b>Peer On Peer Abuse .....</b>	<b>8</b>
<b>Additional Support And Links .....</b>	<b>8</b>

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<b>Principal/CEO (and Deputy DSL)</b>	Jim Nunns	N/A	jim.nunns@westheathschool.com
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**Other Key Contacts:**

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## **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. 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 (LA) and parents, 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. 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.

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

Senior leaders, especially the DSL (and deputies) know who our most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

West Heath 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: Lucy McLeod.

## **Critical Workers**

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, or if there is only one child who needs that care, we will notify the relevant placing authority who are responsible for arranging for the child/ren to be cared for in an alternative setting that can meet their needs.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

## **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.

West Heath School and social workers will agree with families whether children in need should be attending school – West Heath School will then follow up on any student that they were expecting to attend, who does not. West Heath School will also follow up with any 'critical worker' parent or carer who has arranged care for their child(ren) but the child(ren) subsequently do(es) not attend.

To support the above, West Heath School will, when communicating with parents, carers and allocated social workers / placing authorities, 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, West Heath School will notify their social worker.

If West Heath School has any children in attendance (e.g. because they are vulnerable, the children of critical workers or because they are residential students who were not able to return home) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

### **Designated Safeguarding Lead**

West Heath school has a Designated Safeguarding Lead (DSL) and 4 Deputy Designated Safeguarding Leads (see page 2).

We will endeavour to have a trained DSL or deputy DSL available on site at all times when students are present. Where this is not the case, a trained DSL or deputy will be available to be contacted via phone or email, 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 database, 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.

Whatever the scenario, it is important that all West Heath School staff 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 contact them.

### **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's child protection policy.

Staff are reminded of the need to report any concern immediately and without delay. In the event that a member of staff has a concern about a child, they should telephone and speak to the Designated Safeguarding Lead or a deputy DSL. Staff must not just leave an answerphone message.

Where staff have safeguarding concerns about any adult working with children in the school, they should report the concern to the Principal immediately. If there is cause to make a notification to the Principal whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Principal is not contactable, the member of staff should contact either the Deputy Principal or the DSL. Any safeguarding concerns about the Principal should be directed to the Deputy Principal or the DSL.

### **Safeguarding Training and Induction**

DSL training is very unlikely to take place during this period.

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 at least part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead 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, they will continue to be provided with a safeguarding induction.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. Where West Heath School receive staff from another school, we will judge, on a case-by-case basis, the level of safeguarding induction required. As a minimum, the visiting professional(s) will be provided with a copy of our child protection policy and the name and contact details of the DSL and deputy DSLs.

### **Safer Recruitment/Movement of Staff**

It remains essential that people who are deemed unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, West Heath School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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>

West Heath School will continue to comply with 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.

West Heath 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 environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff will be in the school or college and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, West Heath School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online Safety in Schools and Colleges**

West Heath School will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where children 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 when required the police.

Online teaching should follow the same principles as set out in the school's or college's Staff Code of Conduct.

West Heath School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

### **Virtual Learning Environment**

Most provision will be in the form of uploaded home-learning assignments via an online Virtual Learning Environment (VLE). We currently subscribe to the use of 'Show My Homework', an award-winning market-leader provided by TeamSatchel.com. The VLE enables students to download tasks and activities designed to be completed in the home environment, on any device. Work is uploaded, reviewed and marked once per week and the students may comment via a text box to complete the marking-feedback cycle. All comments are recorded and stored.

### ***Broadcasting & Video Lessons***

It is unlikely that live broadcasting of lessons will be provided. In the event that they are, below are some simple things to consider when broadcasting virtual lessons:

- Unless specifically agreed with the Principal/senior staff, there will be no live broadcasting of lessons

In situations where it is permitted:

- Where one to one teaching is necessary, this will only be with the explicit written consent of the headteacher, young person and parent(s)

- The DSL, head of department and/or other senior staff must be able to join any virtual lesson at any point
- Staff must be dressed professionally and children/anyone else in the home must wear suitable clothing
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or hidden
- The live class should be recorded so that if any concerns were to arise, the video can be reviewed
- Live classes should be kept to a maximum of 45 minutes
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms agreed with senior leaders and the IT/network manager to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held

### ***Recorded Video Lessons***

These may be provided, but this will always be at the discretion of the Vice Principal – Teaching & Learning, under the same parameters as broadcasted lessons, outlined above.

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

West Heath School is committed to ensuring the safety and wellbeing of all its students.

Pastoral Heads and Deputies make weekly telephone contact home to parents of students within their care. 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.

Details of this communication plan must be recorded on the school system, and a record of any contact made should be recorded on Behaviour Watch.

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

West Heath School and its Designated Safeguarding Lead 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.

West Heath School 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 students and their parents. Teachers and pastoral staff at West Heath School will be aware of this in setting expectations of students' work when they are at home.

## **Supporting Children in School**

West Heath School is committed to ensuring the safety and wellbeing of all of its students.

West Heath School will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, maximising safety.

West Heath 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 coronavirus.

West Heath School will ensure that where we care for children of critical workers, residential students and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded as appropriate.

## **Peer On Peer Abuse**

West Heath School 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 the school's child protection policy.

The school will listen carefully, and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

***All concerns and actions taken must be recorded and appropriate referrals made.***

**Additional Support And Links** *(including specific services for Kent, however, contact relevant local funding authorities for their local information)*

As well as through existing West Heath School mechanisms, students, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:

- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- Kent Resilience Hub: <https://kentresiliencehub.org.uk>
- NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

## **DfE Guidance**

- Closure of educational settings: information for parents and carers: [www.gov.uk/government/publications/closure-of-educational-settings-information-](http://www.gov.uk/government/publications/closure-of-educational-settings-information-)

[for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers](#)

- Vulnerable Children Guidance: [www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people](http://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)
- COVID-19: guidance for educational settings: [www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](http://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19)
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: [www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers](http://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers)
- Coronavirus (COVID-19): attendance recording for educational settings: [www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings)

### ***Specific Links Relating To Coronavirus for Students And Parents/Carers***

- Kent County Council: [www.kent.gov.uk/social-care-and-health/health/coronavirus](http://www.kent.gov.uk/social-care-and-health/health/coronavirus)
- Childline: [www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/](http://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/)
- Mind: [www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/](http://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/)
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: [www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/](http://www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/)
- Children's Commissioner:
  - Children's guide to coronavirus: [www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)
  - Resources for parents during coronavirus: [www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)
- Sport England: [www.sportengland.org/stayinworkout](http://www.sportengland.org/stayinworkout)
- Place2be:
  - [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/)
  - [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/)

### ***Online Safety***

- NCA-CEOP: [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)
- Internet Matters: [www.internetmatters.org/](http://www.internetmatters.org/)

- Childnet: [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19)
- UK Safer Internet Centre: [www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc](http://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc)
- NSPCC: [www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)
- Parent Info: <https://parentinfo.org/>
- BBC Own it: [www.bbc.com/ownit](http://www.bbc.com/ownit)

### ***Domestic Abuse***

- Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)
- Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/get-help/supportline](http://www.victimsupport.org.uk/help-and-support/get-help/supportline)
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): [www.lookahead.org.uk/](http://www.lookahead.org.uk/)
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): [www.oasisdaservice.org/home](http://www.oasisdaservice.org/home)
- Clarion Housing Association – Service provider for North and South Kent
  - North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
  - South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247