



# **COVID-19 arrangements for Safeguarding and Child Protection at Larkmead School**

**Policy owner:                      Headteacher**  
**Reviewed by LGB:                Date 4<sup>th</sup> April 2020**  
**Issued to staff:                    Date 6<sup>th</sup> April 2020**

**This document must be circulated to all members of staff and all governors and volunteers. Each person must confirm they have read and understood the content by using this online [Confirmation Form](#)**

## Key contacts

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Lionel Crowe	01235 520141 <a href="mailto:l.crowe@larkmead.oxon.sch.uk">l.crowe@larkmead.oxon.sch.uk</a>
	Liz Watkins	01235 520141 <a href="mailto:l.watkins@larkmead.oxon.sch.uk">l.watkins@larkmead.oxon.sch.uk</a>
Headteacher (if not DSL/DDSL)	Chris Harris	01235 520141 <a href="mailto:c.harris@larkmead.oxon.sch.uk">c.harris@larkmead.oxon.sch.uk</a>
Deputy Designated Safeguarding Lead (DDSL)	Caroline Hoyle	01235 520141 <a href="mailto:c.hoyle@larkmead.oxon.sch.uk">c.hoyle@larkmead.oxon.sch.uk</a>
Safeguarding Governor	Carole Lushington	<a href="mailto:CLushington@vale-academy.org">CLushington@vale-academy.org</a>
	Julie Edge	<a href="mailto:JEdge@vale-academy.org">JEdge@vale-academy.org</a>
Chair of Governors	Ellie Ball	<a href="mailto:EBall@vale-academy.org">EBall@vale-academy.org</a>
Local Authority Designated Officer (LADO)	Safeguarding Team, Oxfordshire County Council	01865 810603 <a href="mailto:LADO.safeguardingchildren@oxfordshire.gov.uk">LADO.safeguardingchildren@oxfordshire.gov.uk</a>
<p>What to do if you think a child is at risk of abuse or neglect</p> <p><b>Immediate danger</b> If you think a child is in immediate danger, call the police on 999.</p> <p><b>Immediate concern</b> If you have a concern about a child, please call The Multi-Agency Safeguarding Hub on 0345 050 7666 during office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday) Outside office hours call the Emergency Duty Team on 0800 833 408 <a href="https://www.oscb.org.uk/concerned-about-a-child/">https://www.oscb.org.uk/concerned-about-a-child/</a></p>		

## 1.Context

On 20<sup>th</sup> March 2020, schools were closed and parents were asked to keep their children at home, wherever possible. Schools have however remained open for those children of workers critical to the COVID-19 response alongside a limited number of children who are classed as vulnerable. This document is an annex to our Safeguarding and Child Protection Policy and contains details of our individual safeguarding arrangements in the following areas:

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## **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. 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 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.

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

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

Our 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 is our DSL (see Key Contacts, above).

There is an expectation that vulnerable children who have a social worker are invited to attend an education setting, so long as they do not have underlying health condition that puts them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and our school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, our school, or the social worker, will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Our school will encourage our vulnerable children and young people to attend school, including remotely if needed.

## **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. Our school and social workers will agree with parents/carers whether children in need should be attending school. We will then follow up on any pupil that they were expecting to

attend, who does not. We will also follow up with any parent or carer who has arranged care for their child/children and the child/children subsequently do not attend.

To support the above we will, when communicating with parents/carers 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, we will notify their social worker.

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

See Key Contacts at the front of this document for the names of our DSL and Deputies

There should be a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available via phone or video-link.

Throughout the school day, the safeguarding email address will be monitored for incoming messages (see Key Contacts, above).

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.

It is important that all school staff and volunteers have access to a trained DSL (or deputy). Each day, staff on site will be made aware of who that person is and how to make contact with 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**

Where staff have a concern about a child, they should continue to follow the process outlined in our Safeguarding and Child Protection Policy - this includes making a report via email using the safeguarding email address (see Key Contacts, above).

In the unlikely event that a member of staff has difficulty accessing emails from home, they should contact the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or Headteacher via phone. This will ensure that the concern is received.

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 continue to follow our normal procedures and alert the Headteacher directly and without delay. The Headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as per our main policy. 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 (contact details at the front of this document).

## **6.Safeguarding Training and induction**

All DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>

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 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 our school, 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 period 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

Upon arrival, they will be given a copy of our Safeguarding and Child Protection Policy, and confirmation of local processes and 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, we 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 our 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.

Our 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.

We 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, our 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**

Our 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 the school setting, 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 should be dealt with as per our Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Our 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:

- No 1:1 sessions – 2 adults minimum
- 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 our school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

All staff are reminded of the following:

- Staff Code of Conduct
- Digital Technology and Acceptable Use Policy
- Social Media Guidance

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

Our 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 and any record of contact made must be recorded.

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

Our school and our 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 school will share safeguarding messages on its website and social media pages.

Our 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 our school need to be aware of this in setting expectations of pupils' work where they are at home.

Our school will ensure that appropriate on-site support is in place for children of critical workers and vulnerable children.

## **11.Supporting children in school**

Our school is committed to ensuring the safety and wellbeing of all pupils.

We 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.

We will refer to 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 COVID-19.

Our school will ensure that appropriate on-site support is in place for children of critical workers and vulnerable children.

## **12. Peer on Peer Abuse**

Our 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 of our Safeguarding and 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.

Concerns and actions must be recorded, and appropriate referrals made.

**Every member of staff, governor and volunteer must confirm they have read and understood this document by using this online [Confirmation Form](#)**