

Safeguarding and Child Protection Policy COVID-19 Addendum

From 20th March 2020 parents were asked to keep their children at home, wherever possible; schools are to remain open only for those children of workers critical to the COVID-19 response who absolutely need to attend.

Schools and childcare settings were asked to provide 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 Skylark Federation Safeguarding and Child Protection Policy contains details of our individual safeguarding and arrangements.

Key Contacts

Role	Name	Contact Number	Email
DSL	Ruth Force	01273 890338	plumptonoffice@skylarkfed.education
DDSL	Stewart James Abi Wilkins	01273 890338	plumptonoffice@skylarkfed.education
Executive Headteacher	Stewart James	01273 890338	plumptonoffice@skylarkfed.education
Safeguarding Governor	Sue Seymour Neil Milmine	01273 890338	plumptonoffice@skylarkfed.education
SPOA		01323 464222	0-19.SPOA@eastsussex.gov.uk

Vulnerable Children

Vulnerable children include those who are open to social care, children with an Education, Health and Care Plan (EHCP), and young carers.

Children open to social care 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 EHCP will be risk assessed in consultation with the Local Authority and parents to decide whether they need 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 with EHCPs can remain safely at home.

The Senior Leadership Team (especially, of course, the DSLs) know the Federation's most vulnerable children. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Skylark Federation 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's Virtual School Head (VSH) for looked after and previously looked after children. The lead person for this will be Sophie Shannon.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put 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 the Skylark Federation will explore the reasons for this directly with the parent.

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

The Skylark Federation will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

The Skylark Federation and social workers will agree with parents/carers whether children in need should be attending school. The Skylark Federation will then follow up on any pupil that they were expecting to attend, who does not. The Skylark Federation will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) who subsequently do not attend.

How This Will Look

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

Designated Safeguarding Lead

Each Skylark school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

Barcombe's DSL is Ruth Force.

Barcombe's DDSLs are Stewart James and Abi Wilkins

Hamsey's DSL is Rob Newlands.

Hamsey's DDSL is Stewart James.

Plumpton's DSL is Jon Hughes.

Plumpton's DDSL is Stewart James.

The Federation has additional DDSLs in Caitlin Yapp and Sophie Shannon.

The optimal scenario whilst only Plumpton School is open during the COVID-19 crisis is to have a trained DSL (or DDSL) always available on site; weekly rotas will reflect this. Where this is not the case (due to illness, for example) a trained DSL or DDSL will be available to be contacted via phone or online video when working from home, for example.

Where a trained DSL (or DDSL) 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 child protection online management system (My Concern) for Hamsey or paper records for Barcombe and Plumpton. Liaising with children's social workers will be undertaken when required where they need access to children in need and/or to carry out statutory assessments at the Skylark schools.

It is important that all Federation staff and volunteers have access to a trained DSL or DDSL. 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.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in each school's Safeguarding and Child Protection Policy. This includes making a report via My Concern (for Hamsey) which can be done remotely.

If a member of staff cannot access My Concern from home, or needs to record a concern on a paper Welfare Concern Form, they should email the DSL and the Executive Head Teacher. 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 use a Welfare Concern Form to report the concern to the DSL and Executive Head Teacher.

If there is a requirement to make a notification to the Executive Head whilst away from work, this should be done verbally and followed up with an email.

Concerns around the Executive Head Teacher should be directed to the Chair of Governors.

Safeguarding Training and Induction

DSL training will not take place whilst the threat of COVID-19 remains.

For the period COVID-19 measures are in place, a DSL or DDSL who has been trained will continue to be classed as a trained DSL or DDSL 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.

The Federation does not intend to recruit any new staff during the COVID-19 crisis.

The Federation does not intend to have any volunteers on site during the crisis.

If staff are deployed from another education or children's workforce setting to our school, we will utilise the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability providing the current employer confirmed 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.

The Federation 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.

The Federation 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 National emergency, it is essential, from a safeguarding perspective, that the Federation is aware (every day) which staff will be in school and that appropriate checks have been carried out, especially for anyone engaging in a regulated activity. The Federation will continue to keep each school's Single Central Record (SCR) up to date as outlined in paragraphs 148-156 in KCSIE.

Online Safety

The Federation will continue to provide a safe environment, including online. This includes the use of an online filtering system. When children are using computers in school, appropriate supervision will be in place.

Children and Online Safety Beyond School

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with in line with the

Safeguarding and Child Protection Policy. Where appropriate, referrals should be made to children's social care and, as required, the Police.

Online teaching should follow the same principles as those set out in the Online Safety Policy.

The Federation is not planning to deliver any virtual lessons using webcams.

Supporting Children Not in School

The Skylark Federation is committed to ensuring the safety and wellbeing of every child.

Where a DSL has identified a child as being on the edge of social care support, or who would normally receive pastoral support in school, they should ensure that a robust communication plan is in place for that child.

Details of this plan should be recorded, as should a record of contact during COVID-19.

The communication plans include remote contact, phone contact and door-step visits. Other individualised contact methods should be considered and recorded. The Federation DSLs 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); where concerns arise, the DSL will consider any referrals as appropriate.

The Federation will share safeguarding messages on its schools' websites during the COVID-19 crisis.

The Federation recognises that each of its schools is a protective factor for the children. It understands that the current circumstances can affect the mental health of pupils and their parents/carers. Teachers at each Federation school need to be aware of this in setting expectations of pupils' work when they are at home.

The Skylark Federation will ensure that where we care for children of critical workers and vulnerable children on site, we will ensure that appropriate support is in place for them. This will be personalised for each child and recorded appropriately.

Supporting Children in School

The Skylark Federation is committed to ensuring the safety and wellbeing of all its pupils.

The Federation will continue to be a safe space for all children to attend and flourish. The Executive Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate in order to maximise safety.

The Federation 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 measure to limit the spread of COVID-19.

The Federation will ensure that where we care for the children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be personalised and recorded appropriately.

Where the Skylark Federation has concerns about the impact of staff absence (the DSLs or First Aiders, for example) this will be discussed immediately. The Chair of Governors will be included in these discussions.

Peer on Peer Abuse

The Skylark Federation recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a report of peer on peer abuse is received, the Federation will follow the principles set out in Part 5 of KCSIE and of those outlined in our Safeguarding and Child Protection Policy.

The Federation will listen and work with young children, parents/carers and any multi-agency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded and appropriate referrals made.