

COVID-19 arrangements for safeguarding and child protection at Chipping Norton School

School name: Chipping Norton School

Date: April 2020

Date shared with governors and trustees: April 2020

Date shared with staff: April 2020

This is in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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1. Context

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

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

2. Key contacts

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Natalie Hancock	01606 642007/ 07957122872	nhancock@chipping-norton.oxon.sch.uk
Headteacher if not DSL or DDSL	Barry Doherty	01608 642007/ 07596238201	head.4010@chipping-norton.oxon.sch.uk
Deputy Designated safeguarding lead (DDSL)	Jude Jackson	01608 642007/ 07896944334	jjackson@chipping-norton.oxon.sch.uk
Chair of governors/trustee	Gregory Ledgard -Hoile	07785 936104.	gledgard-hoile@chipping-norton.oxon.sch.uk
Safeguarding governor/trustee	Martyn Chambers	01608 642841	mchambers@chipping-norton.oxon.sch.uk
Others:	Debbie Cottrell Clare Davison Natasha Davis-Batchelor Jill O'Brien	01608 642007	dcottrell@chipping-norton.oxon.sch.uk cdavison@chipping-norton.oxon.sch.uk NDavis-Batchelor@chipping-norton.oxon.sch.uk Jobrien@chipping-norton.oxon.sch.uk

3. 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 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.

The Headteacher and 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.

Chipping Norton 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.

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 Chipping Norton School will explore the reasons for this directly with the parent. We as a school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents are concerned about the risk of the child contracting COVID19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

4. 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.

Chipping Norton 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(ren) and the child(ren) subsequently do not attend.

This will be via a telephone conversation.

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.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

The attendance data will also be shared with the Local Authority attendance team Attendance@oxfordshire.gov.uk.

5. Designated Safeguarding Lead

Chipping Norton School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Natalie Hancock

The Deputy Designated Safeguarding Lead is: Jude Jackson

A member of the DSL team will always be available during school hours. 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 designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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.

It is important that all our staff 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.

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

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via email for all teaching and support staff and via CPOMS for all those key holders who have access to it, which can be done remotely.

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 immediately. 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 details in 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:
Gregory Ledgard-Hoile

7. 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 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if an Oxfordshire school), confirmation of local processes and confirmation of DSL arrangements.

8. 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 our 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.

If we decide to utilise 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.

Chipping Norton 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, in line with advice from the LADO where appropriate.

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

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, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools

Chipping Norton 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.

10. Children and online safety away from school

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 the MASH team and as required, the police.

Chipping Norton School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All staff will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media advice and guidance

11. Supporting children not in school

Chipping Norton 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 vulnerable, on the edge of social care support, or who would normally receive additional pastoral support in school, a robust RAG rated communication plan is in place for those students.

The communication plans involve email and phone contact.

Chipping Norton School and its 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.

We recognise 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.

We 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.

12. Supporting children in school

Chipping Norton School is committed to ensuring the safety and wellbeing of all its students. 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 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.

Chipping Norton 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.

The Learning Hub

Reducing the Risk of the Virus Spreading

- All surfaces must be cleaned with an appropriate cleaning solution at three points in each day: before, during (midday) and after supervision.
- Each student must occupy the same learning space throughout each day and be seated between 2 and 4 metres from other students. In order to ensure students' safety, and that of colleagues, students are to remain in their seats. Only one student may be out of their seat at any one time to use the toilet etc.
- Staff should also observe a 2 to 4 metre distance from students and colleagues whenever possible and be mindful of a similar proximity with other members of staff. Similarly, they should also keep to their allocated seating space and observe the one person at a time movement rule.
- Where practical, all doors ought to be left open to avoid surface to hand spreading of bacteria.
- The toilets and kitchen area will be thoroughly cleaned at midday.
- Students must (only) use the toilets in the sixth form centre. Staff must (only) use the facilities in the Main Reception.
- Frequent handwashing will be strongly encouraged throughout. When a student or member of staff leaves or re-enters their allocated space they must apply handwashing gel.
- When key boards or laptops are used, students must not share such devices and instead great care given to clean their surfaces after usage and to allocate a different PC or laptop to each student to reduce the risk of cross infection.

Safeguarding Children In Our Care

- The staff-student ratio will never fall below 1:6 and will typically be much higher and therefore very manageable.
- There will always be a member of the Leadership Team, a DSL and an LSA on every single day.

- Any concerns about a child's health (e.g. showing symptoms), their wellbeing or their engagement should be shared with the lead member of Leadership Team on duty in person.

The Basics:

- The Learning Hub is situated in our new Sixth Form centre.
- It will be open from about 8:30am until about 3:15pm each day. We are willing to say open longer than that if a parent or carer is held up on a case-by-case basis.
- All students enter and leave via the Sixth Form entrance. They will also sign in and out so that we have an accurate record of attendance.
- Students DO NOT need to wear school uniform. Staff are permitted to dress down but remain conscious that we are still in a formal position of responsibility.
- Students are permitted to bring in and use their mobile phone, iPads, laptops or other devices - if their parents / carers agree to take this risk. Headphones / plugs must be used at all times.
- However, staff and students must bring in their own food, lunch or snacks to eat whenever they like. We shall go out to purchase food (free of charge) if a student has not got good with them on any given day.
- School buses are running as normal, but will be largely empty of course.

The Role of Staff:

- We are there to supervise children whilst they complete their independent study tasks. Even though we are not teaching lessons, we are acting like a model parent or carer, often helping or providing clarifications when needed, or even emailing individual teachers when we can't work out what is meant to be completed.
- We can locate resources for them if they ask: paper, pens, computers and so on.
- Students should never be forced / compelled to complete their tasks. If they are unwilling or refuse we can simply let their folks know with a call or email and assume they will complete their work in the late afternoon / evening. It is down to their individual teachers to monitor progression. It is down to supervisory staff to encourage and motivate.

13. Peer on Peer Abuse

We recognise 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.

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

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.

If staff are working from home they will be asked to email confirming the above.