

# Annex 1 to Moorlands Schools Federation Safeguarding and Child Protection Policy



## COVID-19 school closure arrangements for Safeguarding and Child Protection at Moorlands Schools Federation

Date: 6<sup>th</sup> January 2021

Date shared with staff: 6<sup>th</sup> January 2021

Review (on a weekly basis) date: 25<sup>th</sup> January 2021

### **1. Context**

From 4<sup>th</sup> January 2021 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. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parent(s) are critical to the COVID-19 response and cannot be safely cared for at home.

### **Version control and dissemination**

This will be reviewed by our DSL or deputy DSL as circumstances continue to evolve or following updated Dept for Education advice or guidance. This is available on our school website and is made available to us on a weekly basis.

This addendum of the Moorlands Schools Federation Safeguarding, and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

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## **2. Key contacts**

### **Designated Safeguarding Lead**

Katy Pearson

[kpearson@moorlands-school.com](mailto:kpearson@moorlands-school.com)

### **Deputy Designated Safeguarding Lead**

Liz Hebditch

[ehbditch@moorlands-school.com](mailto:ehbditch@moorlands-school.com)

### **Chair of Governors:**

Joanna Reeves

[jreevesgov@moorlands-school.com](mailto:jreevesgov@moorlands-school.com)

### **Safeguarding Governor:**

Tom Berisford

[tberisfordgov@moorlands-school.com](mailto:tberisfordgov@moorlands-school.com)

### **Safeguarding priority**

The challenging times require enhance safeguarding of all children at our school- whether at home or in attendance.

- best interests of children continue and come first
- if anyone in our school has a safeguarding concern, they will act immediately
- DSL always available
- children should be protected when they are online.

## **3. Definition - 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 Moorlands Schools Federation, 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.

We will encourage our vulnerable children to attend school. Senior leaders know who our most vulnerable children are, and have the flexibility to offer a place to those who are on the edge of receiving children's social support care.

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

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

Moorlands Schools 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 virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Liz Hebditch.

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 Moorlands Schools Federation will explore the reasons for this directly with the parent.

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

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

#### **4. Attendance monitoring**

Where a child is expected but does not arrive in school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or deputy DSL will be informed.

DSL will attempt contact through various methods. If contact cannot be made it will be deemed necessary to undertake a home visit or ask an appropriate agency to do so. A risk assessment will be undertaken to ensure standards are not put at risk. Where a vulnerable child does not take up their place, we will notify their social worker.

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Moorlands Schools Federation and social workers will agree with parents/carers whether children in need should be attending school –Katy Pearson/Liz Hebditch will then follow up on any pupil that they were expecting to attend, who does not. Katy Pearson/Liz Hebditch 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.

### **How does this look in Moorlands Schools Federation?**

To support the above, Moorlands Schools 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, Moorlands Schools Federation will notify their social worker.

### **5. Designated Safeguarding Lead**

Moorlands Schools Federation has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Lead is: Katy Pearson. The Deputy Designated Safeguarding Lead is: Liz Hebditch.

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 or at another site. Katy Pearson and Liz Hebditch are always available to contact.

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 child protection online management system, CPOMS 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 Moorlands Schools Federation staff and volunteers 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 speak to them. This information will be shared on each rota sent to staff.

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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and Deputy Designated Safeguarding Lead. 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 report the concern to the headteacher. 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: Joanna Reeves  
[jreevesgov@moorlands-school.com](mailto:jreevesgov@moorlands-school.com)

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

### **7. 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 (updated September 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 enter Moorlands Schools Federation, they will continue to be provided with a safeguarding induction. Some staff have also been directed to complete additional Child Protection training online, a record to be kept in their personnel files.

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 Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

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.

### **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, Moorlands Schools Federation 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). Moorlands Schools Federation have decided that they will suspend all recruitment for the present time.

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.

Moorlands Schools 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.

Moorlands Schools 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](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, Moorlands Schools Federation 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 and colleges**

Moorlands Schools Federation 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 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 as required, the police.

Online teaching should follow the same principles as set out in the School and MAT code of conduct.

Moorlands Schools Federation 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 1:1s, groups only
- 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. We recommend carrying this out either in a kitchen or a living room area.
- 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 Moorlands Schools Federation
- Staff should record, the length, time, date and attendance of any sessions held.

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

Moorlands Schools Federation is committed to ensuring the safety and wellbeing of all its students.

Moorlands Schools Federation 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 for staff and pupils.

Moorlands Schools 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 measures to limit the risk of spread of COVID19.

Moorlands Schools Federation 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. This will be bespoke to each child and recorded on CPOMS.

Where Moorlands Schools Federation has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the Headteacher will discuss them immediately with The Bath and Mendip Partnership Trust.

#### Current school position

We are providing education to children of keyworkers and vulnerable pupils, on the Infant site and the Junior site.

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

Moorlands Schools Federation 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 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.

#### **13. Online safety**

Concerns and actions must be recorded on CPOMS and appropriate referrals made in line with the safeguarding policy. Our staff are aware of the signs of cyberbullying and online risks and our filtering and monitoring software remains in use to safeguard and support children.

Staff who interact with children online to look out for signs a child might be at risk. If a staff member is concerned, they will ensure that they make immediate contact with the DSL or deputy DSL and the approach set out within this documentation will be followed accordingly.

#### **14. Online and remote teaching and learning (all year groups)**

Children in year groups that are not part of the phased return to school will continue to receive daily support for remote education opportunities. All staff supporting remote learning online will, where possible, follow our Child Protection Policy. All staff should report safeguarding and child protection concerns immediately as per the policy using CPOMS software.

#### Staying safe online

- all staff have been briefed on how to keep themselves safe online during this period using Cameley Primary School policy documentations, risk assessments and third party information including UK Safer Internet Centre, NSPCC and The Key for School Leaders
- Parent/carers are aware of the named websites and links the school will be using (Class Dojo, Purple Mash, Spelling Shed) and which school staff they and their children will be interacting with
- Parent/carers have been given third party information on how to keep safe online during this period including Thinkuknow, Parent info, Childnet and Net-Aware (NSPCC)

#### Communicating with parents/carers

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team (namely CLASS DOJO only)
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise teachers / staff not to share personal information and contact details

Video learning / social groups (Zoom)

- any video teaching must be timetabled with a senior leader
- lessons to be set up and sent to attendees by the office using a school email address
- lessons must have a minimum of two staff members in the room before any children are admitted
- video lessons must have a unique room id and individual password shared only to those attending the meeting/lesson
- the waiting room functionality must be used at all times and no unknown device names will be admitted at any time
- staff must ensure the video conference room is locked after 5 minutes of starting time
- staff should find a quiet room to host a lesson and consider the background and remove any personal identifying objects
  - staff should be mindful that they are conducting themselves in a professional manner at all times (this should include lesson content, dress, language etc)

### **15. New children at the school**

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/names individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff needs to know the information.

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

Moorlands Schools Federation 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. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

Details of this plan must be recorded on CPOMS, as should a record of contact made.

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

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.

Moorlands Schools Federation 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 Moorlands Schools Federation need to be aware of this in setting expectations of pupils' work where they are at home.

Moorlands Schools Federation 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. This will be bespoke to each child and recorded on CPOMS.

### **17. Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

There is the opportunity for regular group and individual supervision sessions. This may take the form of an online meeting.

The Chair of Governors and Vice Chair of Governors will continue to hold weekly meetings with the Headteacher throughout the time of partial closures.