



Dream, Believe, Persevere, Achieve

COVID-19 Safeguarding Protocol and Procedure

at

Cape Cornwall School

School Name: Cape Cornwall School

Policy owner: Julie Marsh

Date: 5.1.21

1. Context

During the first Lockdown from the 20th 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 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.

In response to lessons learnt from the first Lockdown and new guidelines this protocol and procedure has been updated to make clear all procedures in this new lockdown from 5.1.21

This addendum of the Cape Cornwall School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts on 5.1.21

Role	Name	Contact number	Email
Designated Safeguarding Lead	Julie Marsh	07902512318	marshj@cape.cornwall.sch.uk
Deputy Designated Safeguarding Lead	Michael Collins		collinsm@cape.cornwall.sch.uk
Headteacher	Sarah Crawley		crawleys@cape.cornwall.sch.uk
Trust Safeguarding Lead	Joanna Harvey	07776251260	safeguarding@tpacademytrust.org
Chair of Governors	Jane Cashmore		cashmorej@cape.cornwall.sch.uk
Safeguarding Trustee	Anita Firth		anitafirth@tpacademytrust.org

Vulnerable children eligible to be in school.

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. School will also decide vulnerability as an ongoing process to be constantly monitored. It may include those with limited access to the technology needed for remote learning.

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. Although many children and young people with EHC plans can safely remain at home there will be a place offered in school for them if requested.

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) 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.

Cape Cornwall 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: Julie Marsh

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 Cape Cornwall School will explore the reasons for this directly with the parent.

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

Cape Cornwall School will encourage our vulnerable children and young people to attend school and continually monitor the situation.

Attendance monitoring for children learning remotely.

Cape Cornwall School and social workers will agree with parents/carers whether children in need should be attending school. Teachers and HOY will monitor students access to home learning. Where a child has not accessed lessons, contact will be made by the designated staff in school. If lack of attendance persists then a member of the pastoral/safeguarding teams will contact home and the allocated social worker if necessary. In circumstances where a vulnerable child takes up a place in school and does not arrive or discontinues to attend a member of the team will contact home and home visit. Social Care will be informed if involved. To support the above, Cape Cornwall School 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.

Attendance monitoring for children learning on site.

All children on site will be registered at least twice a day according to normal procedures. All attendance will be logged and sent to the local authority as required.

Designated Safeguarding Lead

Cape Cornwall will have a trained DSL (or deputy) available on site at all times during on site provision.

In addition to the above, a senior leader will assume responsibility for co-ordinating learning on site.

This might include updating and managing access to child protection online management system, My Concerns, 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 Cape Cornwall School staff and volunteers 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.

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 My Concern which can be done remotely.

In the unlikely event that a member of staff cannot access their My Concern from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received – emails can be found at the start of this document.

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 the schools reporting procedures as outlined in the main part of this policy. This should be done verbally – over the phone - and should be followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Whistleblowing Governors (In line with the current policy):

The Multi-Academy Trust will continue to offer support in the process of managing allegations. This support will come from the safeguarding lead in the first instance – contacted via the email within this document.

Safeguarding Training and induction

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 Cape Cornwall 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

For movement within the Trust, schools should seek assurance from the Multi Academy Trust (MAT) HR Manager.

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.

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, Cape Cornwall School 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. Further details are available on

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>.

Where Cape Cornwall School are 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.

Cape Cornwall 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.

Cape Cornwall 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

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, Cape Cornwall 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

Cape Cornwall 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.

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 Trust code of conduct.

Cape Cornwall School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. All staff have received training and updates on how to deliver remote lessons safely.

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. No other family members should be present.
- 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.
- Staff must only use platforms agreed by the school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Cape Cornwall 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 must be recorded on the appropriate tracker, as should a record of contact have made.

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

Cape Cornwall 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.

Cape Cornwall 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 Cape Cornwall School need to be aware of this in setting expectations of pupils' work where they are at home.

Cape Cornwall 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. This will be bespoke to each child and recorded on My Concern.

If it is necessary to communicate with parents or individual pupils online, staff should communicate within school hours, using a school email account and must not share any personal details. There is a TPAT mobile phone app for such messages.

Supporting children in school

Cape Cornwall School is committed to ensuring the safety and wellbeing of all its students.

Cape Cornwall School 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.

Cape Cornwall 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 COVID19.

Cape Cornwall 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. This will be bespoke to each child and recorded on My Concerns.

Where Cape Cornwall School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

Peer on Peer Abuse

Cape Cornwall 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 the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on My Concern and appropriate referrals made.

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.

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting. Schools in need of this support should highlight themselves to the safeguarding lead in the first instance