

## **Annex 1**



# **COVID-19 school closure arrangements for Safeguarding and Child Protection at King's Academy Ringmer**

**School Name: King's Academy Ringmer**

**Policy owner: Sian Williams**

**Date: 31<sup>th</sup> March 2020**

**Date shared with staff: 1st April 2020**

## **1. Context**

From 20<sup>th</sup> 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.

This addendum applies during the period of school closure due to COVID-19, It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

It contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Sian Williams	07745 770552	<a href="mailto:sian.williams@kingsacademies.uk">sian.williams@kingsacademies.uk</a>
Deputy Designated Safeguarding Leads	Dan Coomber Sue Lockyer Louisa Loney Vicki Massingham Paula Peters	07827 940802  07745 770560	<a href="mailto:dan.coomber@kingsacademies.uk">dan.coomber@kingsacademies.uk</a> <a href="mailto:sue.lockyer@kingsacademies.uk">sue.lockyer@kingsacademies.uk</a> <a href="mailto:louisa.loney@kingsacademies.uk">louisa.loney@kingsacademies.uk</a> <a href="mailto:vicki.massingham@kingsacademies.uk">vicki.massingham@kingsacademies.uk</a> <a href="mailto:paula.peters@kingsacademies.uk">paula.peters@kingsacademies.uk</a>
Principal	Sian Williams	07745 770552	<a href="mailto:sian.williams@kingsacademies.uk">sian.williams@kingsacademies.uk</a>
Chair of Governors	Denise Kong		<a href="mailto:denise.kong@kingsacademies.uk">denise.kong@kingsacademies.uk</a>
Safeguarding Governor	Danny Mizon		<a href="mailto:danny.mizon@kingsacademies.uk">danny.mizon@kingsacademies.uk</a>

## 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.

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

King's Academy Ringmer 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: Sue Lockyer, supported by on call DSLs and Sian Williams.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they or people within their home do not have underlying health conditions that put them at increased 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 King's Academy Ringmer will explore the reasons for this directly with the parent.

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

King's Academy Ringmer 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.

If King's Academy Ringmer have any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

King's Academy Ringmer and social workers will agree with parents/carers whether children in need should be attending school – King's Academy Ringmer will then follow up on any pupil that they were expecting to attend, who does not. King's Academy Ringmer 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.

To support the above, King's Academy Ringmer 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, King's Academy Ringmer will notify their social worker.

## **Designated Safeguarding Lead**

King's Academy Ringmer school has a Designated Safeguarding Lead (DSL) and 5 Deputy DSLs.

The Designated Safeguarding Lead is: Sian Williams Principal  
The Deputy Designated Safeguarding Leads are: Sue Lockyer, Louisa Loney, Vicki Massingham (SENDSCO) Paula Peters and Dan Coomber.

Whilst all DSLs are well and not having to self-isolate, at least one trained DSL or deputy will be available on site. Where this is not the case a trained DSL or deputy will be contactable by email, phone and Google Hangouts – for example when working from home.

DSLs and Deputy DSLs will share responsibility for updating and managing access to our child protection online management system, My Concern and liaising with each other as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments.

It is important that all King's Academy Ringmer staff and volunteers have access to a trained DSL (or deputy). Staff have been told how to report concerns during this period of 'partial' school closure and ways in which to contact DSLs and deputies to report concerns.

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 and speaking with a DSL about it.

In the unlikely event that a member of staff cannot access their My Concern from home, they should email the Principal and Sue Lockyer. 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 follow the school whistle blowing policy to report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Headteacher should be directed to the Chair of Governors: Denise Kong.

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

## **Safeguarding Training and induction**

Face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus, although on-line refresher training is being undertaken by three of the team.

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. This updated safeguarding addendum will be uploaded to My Concern and school staff will need to electronically sign to say they have read this.

Where new staff are recruited, or new volunteers enter King's Academy Ringmer, they will continue to be provided with a safeguarding induction, including how to use My Concern.

If staff are deployed from another education or children's workforce setting to our academies, 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, the academy will 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.

### **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, King's Academy Ringmer 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.

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

Where King's Academy Ringmer 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 be allowed to work in regulated activity.

King's Academy Ringmer 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.

King's Academy Ringmer 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, King's Academy Ringmer 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**

King's Academy Ringmer 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 and monitoring 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 academy code of conduct.

King's Academy Ringmer will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

It is essential that all staff adhere to the following guidelines if and when live streaming occurs, especially if working from home.

- Appropriate dress must be worn - our usual dress code will be in operation
- You must position yourself where no evidence of your 'personal' life can be detected by the webcam; rehearse this beforehand
- Use exactly the same appropriate/academic language as if you were in your classroom. It is essential teacher/student relationships are maintained throughout this period
- Have exactly the same expectations of behaviour from the students as if you were in your classroom
- Unless given explicit permission by you, ensure the students' microphones and webcams are turned off at all times and they contact you through the messaging capability of the platform you are using
- No pictures or videos should be taken during the live screening
- If you have any concerns about any aspects of safeguarding please ensure you follow usual procedures; logging on myconcern and emailing DSLs

## **Supporting children not in school**

King's Academy Ringmer 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 is shared with all DSLs, there is a record of contact spreadsheet for communication to be recorded on. High level students – with open concerns on My Concern will have communication recorded on My Concern.

The communication plans can include; remote contact and phone contact. Other individualised contact methods should be considered and recorded.

King's Academy Ringmer's DSL and deputies 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.

King's Academy Ringmer 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 King's Academy Ringmer need to be aware of this in setting expectations of pupils' work where they are at home and therefore will be adaptable according to personal circumstances.

## **Supporting children in school**

King's Academy Ringmer is committed to ensuring the safety and wellbeing of all its students.

King's Academy Ringmer will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

King's Academy Ringmer 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.

King's Academy Ringmer 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.

Where King's Academy Ringmer have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with both the Local Authority and the trust.

### **Peer on Peer Abuse**

King's Academy Ringmer 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 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 on My Concern and appropriate referrals made. Communication with parents will also be recorded on SIMS.

### **Revised reporting of concerns for staff during partial school closure.**

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children subject to abuse and living in abusive situations. In the current situation of partial school closure, a student may choose to disclose to you online something which is concerning, it is vital to report these concerns in the same way you would normally, using our school reporting system.

#### **You might become involved because:**

- You may see an injury that cannot be explained
- A student may want to tell you about what is happening to him or her
- Another person may express concern for a student's well being
- You may have noticed significant changes in the way a student performs or behaves at school.

#### **What to do if a student approaches you either in person or through Google Classroom:**

- Do **not** promise **confidentiality** - explain you may need to talk to someone else
- **Listen** - non-judgemental
- **Ask open questions** to clarify but **not to** investigate - use **what, when, where, how, tell, explain, describe** but don't ask **why**

- **Do not confront the person subject to the allegation.**
- **Inform the DSL immediately - use email or a call if you are not 'on site' when the disclosure takes place.**
- Immediately, record the concern on My Concern.
- Use the student's words
- Be professional and maintain confidentiality - do not discuss the matter openly with anyone other than the DSL or DDSL

Local Authority Designated Officer (LADO)	Amanda Glover	<a href="https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/referrals/form-lado-referral/">https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/referrals/form-lado-referral/</a>
Referrals to Single Point of Advice (SPOA) team	Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm	urgent 01323 464222 non-urgent <a href="https://apps.eastsussex.gov.uk/contactus/emailus/email.aspx?n=Single+Point+of+Advice">https://apps.eastsussex.gov.uk/contactus/emailus/email.aspx?n=Single+Point+of+Advice</a>
	Emergency Duty Service – out of hours	01273 335906 or 01273 335905
East Sussex Police		101 999