



**Annex: Supplemental
Safeguarding and Child
Protection arrangements
during COVID-19 restricted
school attendance**

January 2021

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1. Context

From 5th January 2021 parents were asked once again to keep their child(ren) 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 annex to the school Safeguarding and Child Protection policy reflects new arrangements implemented in response to COVID-19 and will apply during the period of restricted school attendance. All other provisions in the Safeguarding and Child Protection policy remain in force.

As well as this policy school staff will follow the Trust protocols for Virtual Live Lessons and Live Chat and the [Guidance for safer working practice for those working with children and young people in education settings](#) (April 2020 ammendum).

2. Key contacts

School

Designated Safeguarding Lead	Sarah Sadler – Executive Headteacher	ssadler@discoverytrust.org
Deputy Designated Safeguarding Lead/s	Candi Norman – Head of School David Chapple – Lead Teacher Olivia French-Gray – SENDCo Elizabeth Cooper - ELSA	cnorman@dsatwooldenhill.org dchapple@dsatwooldenhill.org ofrench-gray@dsatwooldenhill.org ecooper@dsatwooldenhill.org
Senior Leader responsible for the quality and delivery of remote learning	Candi Norman – Head of School	cnorman@dsatwooldenhill.org
Any other relevant individual school contacts:	Mel Knight – Office Manager	mknight@dsatwooldenhill.org

Trust

Designated Board member for Safeguarding		
David Williams	0116 279 3462	dwilliams@discoveryschoolstrust.org.uk
Pupil Wellbeing and Behaviour Lead Practitioner		
Megan Williams	07593 445228	mwilliams@discoveryschoolstrust.org.uk
Director of Primary Education		
David Briggs	07855 822376	dbriggs@discoveryschoolstrust.org.uk
Trust Leader		
Paul Stone	07870 194191	pstone@discoveryschoolstrust.org.uk

We will still have regard to the statutory safeguarding guidance [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It's essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online.

Access to the EPIC and SALT services are still available during this period as support for children's mental health and well-being is a priority of the Trust and school. Contact details for these services are as normal.

3. Vulnerable children

[Vulnerable children](#) include those who have a social worker and those children with an education, health and care (EHC) plan.

Senior leaders, especially the Senior Designated Safeguarding Lead (SDSL) and Deputy Designated Safeguarding Leads (DDSL's) 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.

If vulnerable pupil does not attend, we will:

- Work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests
- Work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate.

Where a leave of absence has been granted to a vulnerable pupil, we will inform parents and carers, and social workers (where applicable). The discussions will focus on the welfare of the pupil and ensure that the pupil can access appropriate education and support while they are at home.

If we must temporarily stop on-site provision following public health advice, we will inform the local authority to discuss alternative arrangements for pupil and work towards welcoming back pupils as soon as possible, where feasible to do so.

We will continue to work collaboratively with the local authority and social worker (where applicable) to help protect vulnerable pupils. 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: Sarah Sadler

4. Attendance monitoring

All pupils who are not eligible to be in school will be marked as Code X. They are not attending because they are following public health advice.

During this time the school will [report daily to the DfE](#) on:

- Whether the school is open
- Numbers of vulnerable children and children of critical workers attending
- Remote education arrangement
- Free school meals arrangement
- Staff absences

As vulnerable children are still expected to attend school full time, they will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining)

The school will follow up on any vulnerable pupil that they were expecting to attend, who does not. The school will also follow up with any other parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. Where a child known to social care does not attend school or is required to isolate at home, the DSL will immediately inform the social care worker allocated to the case.

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.

We will keep in regular contact with all pupils who learning remotely. The regularity of this contact will be risk assessed by the Senior DSL as to the vulnerability and needs of the families.

5. Contact

We will keep in regular contact with all pupils who learning remotely. The regularity of this contact will be risk assessed by the Senior DSL as to the vulnerability and needs of the families. We are mindful of the impact the current circumstances and school changes might have on the mental health and wellbeing of pupils and their families. Staff will 'check in' regularly with pupils and their families. If needed a DSL will contact the family to offer support and guidance and where necessary signpost to outside agencies.

Phone Contact:

Contact phone calls ideally should be made using school phones, rather than staff personal devices. If this isn't the case, then a staff member will need to go into the settings of their phone and activate '**withholding your number**' so that this is not shared with the family. Families have been made aware that '**No caller ID**' will appear on their phone if the school is trying to contact them.

Families have been made aware of the importance of answering phone calls from the school during school closure.

The purpose of the call is to 'try and establish contact with families and offer help and support if wanted by the family and if this is something the school can provide. Otherwise it will be made clear that the school can only signpost the family to agencies which can give more targeted support.

A phone call does not guarantee that a child is safe however offers families the opportunity to reach out for support if needed. **Any concerns about a child's immediate risk of harm the senior or**

deputy DSL will contact the duty team straight away. Appendix 1 contains staff protocols for phone call contact.

Home visit contact:

Home visits can only be authorised by the Headteacher as Senior DSL of the school. Any home visits are also only carried out in line with Government contact restrictions, is voluntarily by staff members and where possible in agreement with families.

The purpose of the visit is to possibly 'see the children', offer help and support if wanted by the family and if this is something the school can provide. Otherwise it will be made clear that the school can signpost the family to agencies which can give more targeted support. Appendix 2 contains staff protocols for home visits.

If a family is self-isolating and/or it is difficult/not appropriate to carry out a home visit subject to the risk assessment, the DSL will consider whether technology can be used to see the child, e.g. via Teams. If Teams is being used, this should be agreed with parents/carers prior to any call being made.

6. Engagement and Contact

The school will track pupil's engagement with learning online, so that we can work to identify and further support those who are not engaging well. This communication will be evidenced through the child's use of a thumbs up (or similar) acknowledgement, direct messaging or work seen.

School staff working on remote learning will track pupil engagement using the school approved tracker, which must be kept up to date.

Staff will also use these trackers to log if a phone call has been made. **Anything that is of a safeguarding concern, this includes cyber bullying, must be logged on CPOMS so that it can be seen and dealt with in the usual way by a DSL.**

The Trust will review trackers for safeguarding and monitoring purposes.

Timelines

- If school staff haven't had contact with a pupil or family for 3 days, then they must log this on CPOMS and alert a DSL.
- DSLs are responsible for actioning next steps appropriate to the family and context. This could involve a home visit, contact with social worker, risk assessment etc.
- If no contact can be established, then a referral to Children's Social Care will be considered. The Senior DSL will make that decision based upon other evidence they may have.
- The school will continue to attempt to contact the family regularly up to 20 days. After 20 days the LA will be informed, and advice requested.

7. Designated Safeguarding Lead

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.

Staff will have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person who that person is and how to speak to them.

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 in school.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. The DSL team will regularly meet remotely to discuss the welfare and status of each child on the vulnerable pupil register.

8. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and the Pupil Wellbeing Lead Practitioner for the Trust. 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 speak directly with the Senior Designated Safeguarding Lead (Headteacher) to report the concern, then followed up with an email to the headteacher. If they cannot speak directly to them in person or via phone call, they should email the headteacher with a confidential message and request a delivery and read receipt.

Concerns involving the Headteacher should be directed to the Director of Primary Education David Briggs (contact details above).

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

9. Reporting on CPOMS during closures

All DSLs will have remote access to the Vulnerable Pupil register and other safeguarding records when working off site. The DSL will check CPOMS alerts daily.

Contact or attempts to contact parents, other agencies and colleagues **MUST be recorded on CPOMS** in the usual way. If staff are unable to follow up on an action (such as illness) then they will need to inform the Senior DSL who will reallocate the action. A COVID-19 category has been created so that staff can clearly identify the remote circumstances when incidents occurred.

If staff are reporting on CPOMS in their own home, they need to remember that if the screen is visible in non-secure areas, for example, in the dining room, that there can be a data breach, if other members of their family can see it.

10. Safeguarding training and induction

During this time all Safeguarding training and will continue to be carried out, however these will be conducted virtually.

11. Safer recruitment/volunteers and movement of staff

We will continue to follow safer recruitment procedures as outlined in the safeguarding policy except for Disclosure and Barring Service (DBS) checks. DBS has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

If adults from another school or setting are redeployed to work at the school during the COVID-19 virus, the school will consider DfE supplementary guidance and will accept portability of pre-employment checks 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; and
- there are no known concerns about the individual's suitability to work with children; and
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, all such redeployed staff will be given a copy of the school's safeguarding and child protection policy, staff behaviour (code of conduct) policy, behaviour policy, the school's safeguarding recording and reporting procedures and confirmation of DSL details and arrangements.

12. Online safety and learning in school and away from school

Children and online safety learning in school

We will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers in school, appropriate supervision will be in place.

Children and online safety and remote learning 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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and if necessary, the police.

Online teaching and Live Lessons should follow the same principles as set out in the Discovery code of conduct. An updated Acceptable Use Agreement has been signed by all staff which outlines clear procedures and protocols for remote learning. Where this agreement is breached disciplinary action may be taken against staff.

A pupil and parent agreement have also been created which recommends to parents how they may encourage safe online behaviours and the expectations the school has when they allow their child to access school systems remotely. The school reserves the right to block children from accessing

school systems where their behaviour poses a risk to others or themselves. The Senior DSL will deal with such concerns if they arise and provide support so that children can access online learning.

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

Staff and pupils will follow the protocols listed below during virtual live lessons:

- All digital devices must be used in appropriate areas of the house, ideally not in a bedroom.
- The 'blurring of backgrounds' tool must be used. (This function may not be available on home device therefore pupil's need to sit against a neutral background. Parents/carers can contact icthelpdesk@discoveryschoolstrust.org.uk for advice about this function if it is not available.)
- Staff and children must wear suitable clothing (no PJ's or offensive slogan T-shirts), as should anyone else in the household when Webcams are switched on. It will be the parent/carers responsibility to immediately switch off any webcam (pupils will be asked to leave the online lesson if it is felt that a pupil or family members clothing is inappropriate). Once they have changed into appropriate clothing, they will be permitted to re-join the session.
- All live classes are recorded, so that if any issues were to arise, the video can be reviewed. If 1:1 pupil calls or chats are being used by adults in school, these will be agreed with parents prior to the call taking place and will also be recorded. Any safeguarding concerns seen or heard will be recorded on CPOMS and reported to a DSL immediately. The recorded lessons will be stored for one year within OneDrive and then deleted by the class teacher.
- Live classes should be kept to a reasonable length of time, the ideal time for a session are between 20 to 30 mins. The live lessons will always fall within normal school hours.
- Language must be professional and appropriate, including any family members/adults in the background of my household. Inappropriate language used by pupils or heard by members of their family will be reported and the Microsoft Teams accounts will be muted.
- Pupils are not permitted to eat during online lessons. The learning platform is a representation of a real classroom, teachers do not permit eating during lessons when they are physically in school so please do not allow your child to eat during live lessons. Having a drink whilst learning and participating is fine.
- Webcams and chat platforms are for work purposes only and subject to the code of conduct standards set out in the Trust's staff behaviour policy. A breach of these standards may result in disciplinary action.

13. Supporting children not in school

The school is committed to ensuring the safety and wellbeing of all its children. 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 vulnerable pupil register. Records on contact, both successful and failed as well as any follow-up actions will be reported on CPOMS.

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 the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers need to be aware of this, in setting expectations of pupils' work when they are at home.

14. Supporting children in school

We are committed to ensuring the safety and wellbeing of all pupils; therefore, we 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.

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. Any concerns for these pupils will be recorded on CPOMS.

Concerns about the potential impact of staff absence – such as our Designated Safeguarding Lead– will be discussed immediately with the Trust.

15. Peer on Peer Abuse

During the period of restricted attendance in school a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding and Child Protection Policy.

The school will listen and work with the pupil, parents/carers and any multiagency partners required to ensure the safety and security of the pupil.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

16. Supporting pupils from other schools

There may be a requirement for children of key workers or vulnerable children from another school (either from within the Trust or outside of the Trust) to attend our school. In such circumstances a place will be offered upon agreement with both the child's parent and existing school.

This offer will be subject to the child's existing school giving emergency contact details and any child protection, medical, dietary and key background information, prior to attending. The child's existing school will also be asked to provide a member of staff to accompany their pupil(s) in order to ensure a smoother induction and sense of familiarity for the child. Where this is a vulnerable child, a DSL from the existing school may be asked to attend in order or liaise with parents/carers about any new issues or concerns which arise.

Safeguarding information about children placed in the school will be recorded on our safeguarding system, will be securely copied to the existing school's DSL and will be securely returned to the existing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

A DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on the school's safeguarding recording system CPOMS.

17. Supporting pupils who go to another school setting

If the school closes and pupils need to attend another school in accordance with local arrangements, the school will maintain its overarching responsibility for safeguarding the child.

The DSL will be responsible for liaising with the receiving school in order to share information from the register/database of vulnerable children and to advise the receiving school about how best to respond to new/emerging concerns.

The DSL must be informed by the receiving school about any new incidents or concerns and agreement must be reached and recorded about whether the DSL or a DSL in the receiving school is best placed to discuss issues with parents/carers, contact social workers, make referrals etc.

18. Support from the Trust

The Trust Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes telephone and email support as well as remotely accessing safeguarding reports and vulnerable pupil data.

Appendix 1: Staff protocols for phone call contact.

- Introduce yourself using your first and last name, and school.
- Ask the person you are talking to, to identify who they are so that you can establish who you are talking to. **Only talk with an agreed parent or carer. Never share information over the phone if you are unsure who you are talking with. Never share confidential information over the phone.**
- Ask whether the family and child/children are ok and whether they have any worries or concerns that they need help / support with. **Do not** insist on speaking with the child / children however listen for signs of children talking / laughing in the background and record what you hear on CPOMS.
- If possible, signpost outside agencies which they can contact for help (have these numbers to hand prior to the phone call).
- Make handwritten notes of the conversation as it is happening and upload these to CPOMS.
- Where possible record direct quotes of what was said / heard and by who. Keep it factual.
- Establish the timescales on any agreed actions, such as further support for the family and how further communication will take place e.g. email, letter through the post.
- Establish when the next call will be and whether the family is still happy to be contacted.

Appendix 2: Staff protocols for home visit contact

- Where possible the DSL will need to speak to the child's parents/carers to establish whether any member of the household has symptoms of COVID-19; has been diagnosed; or is self-isolating.
- Make sure your line manager/ Senior Leadership Team knows the specific address where you are going, the time you intend to be there and always attend in pairs.
- Call ahead to ensure that the family is aware of your visit, even if the visit is due to no communication with the family.
- Introduce yourself using your first and last name, and school.
- Ensure you wear your ID badge.
- If a family doesn't want contact then DO NOT PERSIST, log this on CPOMS and contact the relevant outside agencies if you have concerns or they are involved with the family.
- If a home visit takes place consider taking a bag with picture books, colouring books and crayons, puzzles, pencils and small toys with you in case you witness that the home has none of these resources to support their child's learning at home.
- **Do not enter the home** but remain on the doorstep (2 metres away) but politely request to see the children and speak with them. You cannot insist on seeing the child/children, so if this doesn't happen then report this on CPOMS. **Any immediate concerns for the welfare and safety of children seen or not seen should be reported to social care.**
- Make observations of the emotional and physical appearance of the child/ children and parents/carers. **Any concerns about a child's immediate risk of harm contact the duty team straight away.**
- Ask whether the family needs any support that you can provide or signpost the family to.
- Arrange the next visit with the family before you leave.
- Record all observations on CPOMS as soon as it practically possible, but within 24hours of the visit.
- Contact your line manager when you leave so that they know you are safe and well.