COVID-19 arrangements for safeguarding and child protection at Woodlands

**Named personnel with designated responsibility for safeguarding**

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<tr>
<th>Name</th>
<th>Email</th>
<th>Number</th>
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<tbody>
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**Date: 03.04.2020**
**Date shared with governors: 03.04.2020**
**Date shared with staff: 09.04.2020**

This is also in line with DFE guidance
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1. Context

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners The Harrow Clinical Commissioning Group (CCG), The Metropolitan Police (MPS and Harrow Council).

It sets out changes to our normal child protection policy in light of the Department for Education’s guidance on 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.

2. Core safeguarding principles

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 (see section 4 for details of our arrangements)
- It’s essential that unsuitable people don’t enter the school workforce or gain access to children
- Children should continue to be protected when they are online

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.

For all our pupils where the parent seeks a school place, the school will carry out a risk-assessment 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. 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.
Woodlands 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’s Virtual School Headteacher (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 Woodlands School will explore the reasons for this directly with the parent. We as a school will ensure that all professionals involved (e.g. social workers, SEND case workers, Early Support 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, Woodlands school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

4. Reporting a concern

Safeguarding is everyone’s responsibility

Where staff has a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via e-mail.

Member of staff should email the concerns to the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received.

The Staff is reminded of the need to report any concern immediately and without delay.

Where staff is 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 Harrow’s Local Authority Designated Officer Janice Miller; 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:
Pauline Atkins : patkins.310@lgfmail.org.

If you are concerns about the child you can always call Harrow Children Services’ Golden Number for information or advice on services for children, young people and their families.

Golden Number: 020 8901 2690

This number is available between 9am and 5pm, Monday to Friday

Emergency Duty Team (operates out of hours): 020 8424 0999 between 5pm and 9am
5. 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.

– Woodlands school will follow up on any pupil that they were expecting to attend, who does not. Woodlands school 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, Woodlands 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.

In all circumstances where a child does not take up their place at school, or discontinues, Woodlands School will notify appropriate services including social workers.

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 for CP/ CIN and CLA will also be shared with the Local Authority using the Attendance Register for Children on plans on a weekly basis to Gavin Baker, Education Lead, MASH and Harrow Council Gavin.Baker@harrow.gov.uk

6. Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: Karol Stelmaszczyk

The Deputy Designated Safeguarding Lead is: Headteacher - Anna Smakowska and Assistant HT- Niccola Zanelli

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 or college.
It is important that all our staff and volunteers have access to a trained DSL (or deputy). We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

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

7. Supporting children in school

Woodlands School is committed to ensuring the safety and wellbeing of all its pupils.

Woodlands 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.

Woodlands 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.

Woodlands School will ensure that where we care for all pupils on site, we ensure appropriate support is in place for them.

8. Online safety in schools

Woodlands 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.

9. Supporting children not in school

Woodlands School is committed to ensuring the safety and wellbeing of all its Children and Young people.

We will be contacting all our pupils and families.

These plans set out:

- Weekly contact with families via phone or Zoom call
- The contact will be made by class teacher or teaching assistant

Woodlands School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (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.

Woodlands 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 our school need to be aware of this in setting expectations of pupils’ work where they are at home.

10. Children and online safety away from school

It is important that all staff who interacts 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.

Woodlands School 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:

- 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 plain.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Woodlands School to communicate with pupils and use their school email address. Staff should not share their private email or phone numbers with parents.
- Staff should record, time, date and attendance of any sessions held and what was discussed with parents. They should also record if they saw the child and if they have any safeguarding concerns.

All staff at Woodlands School will be reminded of the following policies:

- Staff code of conduct
- Acceptable users’ policy
- Social media guidance

11. Working with parents and carers

During the regular contact with parents and carers staff should be used to reinforce the importance of children being safe online.

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Know where else they can go for support to keep their children safe online

Woodlands 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 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 sign to say they have read and understood the content.**

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

### 13. Safeguarding training and induction

All DSL training has been suspended by the Harrow Safeguarding Children’s Board (HSCB) and it 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 has had safeguarding training and has 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 is recruited, or new volunteers enter our School, they will continue to be provided with a safeguarding induction.

If staff is 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 a Harrow school), confirmation of local processes and confirmation of DSL arrangements.

### 14. 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, Woodlands 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.

Where our 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.

Woodlands 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.

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

Staff ‘on loan’ from other schools

We will assess the risks of staff ‘on loan’ working in our school, and seek assurance from the ‘loaning’ school that staff have had the appropriate checks. The Senior Leaders will make the risk assessment.

We will also use the DBS Update Service, where these staff is signed up to it, to check for any new information.

15. Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the school recoding system to log:

- Everyone working or volunteering in our school each day, including staff ‘on loan’
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

16. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
• The child’s EHC plan, child in need plan, child protection plan or personal education plan, any relevant risk assessments and care plans
• Details of the child’s social worker

Where the DSL or deputy can’t share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards. Member of staff, who knows the child, will need to go with a child to the receiving school.

17. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as required by Senior Leaders of the Woodlands School and it will be approved by the full governing board.

18. Links with other policies

This policy links to the following policies and procedures:
• Child protection policy
• Staff code of conduct
• ICT policy
• Social media policy
• Health and safety policy
• Online safety policy

Other useful links

More information for support for parents and carers to keep their children safe online

• London Grid for Learning - https://www.lgfl.net/online-safety/default.aspx
• Internet matters – https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYVCh2afg2aEAAYASAAEgLJ5vD_BwE

• For support for parents and careers from the NSPCC - https://www.net-aware.org.uk/