



# COVID-19 school closure arrangements for Safeguarding and Child Protection at Philips High School

*SUCCESS, TOGETHER, ASPIRE, RESPECT*

**Policy development:**

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## 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.

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 of the Philips High School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key Contacts

<b>Role</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
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	Joanne Potts	0161 351 2200	<a href="mailto:jpotts@philipshigh.co.uk">jpotts@philipshigh.co.uk</a>
Headteacher	Tina Owen	As Above	<a href="mailto:towen@philipshigh.co.uk">towen@philipshigh.co.uk</a>
Chair of Governors	John Mallon	As Above	<a href="mailto:info@philipshigh.co.uk">info@philipshigh.co.uk</a>
Safeguarding Governor	David Evans	As Above	<a href="mailto:info@philipshigh.co.uk">info@philipshigh.co.uk</a>

## Vulnerable Children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

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, Designated Safeguarding Lead (and deputy) along with the Heads of Year 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.

Philips High School 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: Judith Dalziel

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 Philips High School will explore the reasons for this directly with the parent.

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

Philips High School will encourage our vulnerable children and young people to attend a school, however if these children remain at home their education will be delivered remotely.

### **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.

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

To support the above, Philips High 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 vulnerable child does not take up their place at school, or discontinues, Philips High School will notify their social worker.

### **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 email or 0161 351 2208. Where the trained DSL is working from home calls will be forwarded from the office phone directly to the DSL mobile.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to child protection online management system (My Concern) and liaising with the offsite DSL, DDSL or HOY 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.

The DSL along with Heads of Year will continue to engage with social workers and supporting agencies and attend multi-agency meetings (when required), 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 account from home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Heads of Year. 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 DSL via urgent email/phone. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done via the DSL and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr J Mallon.

The local authority will continue to offer support in the process of managing allegations via the LADO Mark Gay – [LADO@bury.gov.uk](mailto:LADO@bury.gov.uk). The DSL (or Deputy's) will manage this.

### **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 (Refresher planned for all staff Sept 2021) and have read part 1 of Keeping Children Safe in Education (KCSiE 2021 will be distributed to staff in Sept 2021). 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 Philips High School, they will continue to be provided with a safeguarding induction (staff are being enrolled on online courses (Vital Skills) and given instructions and uploading a concern (My Concern).

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 borough, schools should seek assurance from the Local Authority 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, Philips High 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 (2021) (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 Philips High School utilises 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.

Philips High 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.

Philips High 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](mailto:Misconduct.Teacher@education.gov.uk) or ringing 020 7593 5393.

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, Philips High 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 (also refer to the Remote Learning Policy)**

Philips High School will continue to provide a safe environment, including online. This includes the use of an online filtering system (Smoothwall) of which DSL (and Deputy's monitor).

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

## **Children and online safety away from school and college (Remote Learning)**

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 Philips High School code of conduct.

Philips High 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:

- 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.
- 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 approved by Philips High School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

## **Supporting Children not in School**

Philips High 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.

All children who are remote working are being monitored on a daily basis of who is logging onto and using SMHW, those who are not logging on results in contact being made by the Heads of Year to home to establish why. Weekly phone calls are also being made to all children, and a staff Rota has been set up to complete this.

Where concerns arise the DSL should be notified in order to deal, staff have been given instructions on how to report concerns.

The school will share safeguarding messages on its website and social media pages.

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

Philips High 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.

### **Supporting children in School**

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

Philips High 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.

Philips High 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.

Philips High 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.

Where Philips High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead, other senior staff or first aiders – we will discuss them immediately with the Local Authority.

### **Peer on Peer Abuse**

Philips High School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims, however the SHARP System will still be available for all pupils to access and report incidents at all times.

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 on My Concern and appropriate referrals made.