

Addendum 1

**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Archbishop Temple School**

1. Context

From 5th 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 Archbishop Temple School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
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Head teacher	Ivan Catlow	01772 717782	i.catlow@archbishoptemple.com
Chair of Governors	Janice Astley		governors@archbishoptemple.com

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 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.

Archbishop Temple 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 Grant Carruthers

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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school will explore the reasons for this directly with the parent.

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

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. Archbishop Temple School will complete the daily form required by the DfE and send before 12pm each day.

Archbishop Temple School and social workers will agree with parents/carers whether children in need should be attending school – the school will then follow up on any pupil that they were expecting to attend, who does not. This will be through a phone call on the first day of absence. If parents/carers are aware they will not be sending their child/ren into school due to illness or self isolation they should leave a message on the pupil absence line before 8.00am

To support the above, we will, when communicating with parents/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, Archbishop Temple School will notify their social worker.

Designated Safeguarding Lead

Archbishop Temple School has a Designated Safeguarding Lead (DSL) and two Deputy DSL.

The Designated Safeguarding Lead is: Matthew Baines

The Deputy Designated Safeguarding Leads are: Kerry Bridges
Carole Player

There will be a trained DSL on site at least three days a week. When there is not a trained DSL on site, the SLT member in school should be the reference point for any safeguarding concerns. The SLT member will then ring M Baines immediately with the concern.

It is important that all school staff have access to a trained DSL (or deputy). Staff will be informed on how best to contact a DSL and the role of the SLT in managing this situation.

The DSL's 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 Provision Map or Class Charts, which can be done remotely. This should be followed up with immediate contact with the DSL via email or a phone call.

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, the usual process outlined in the school's Safeguarding policy should be adhered to.

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 DSL's at Archbishop Temple School received refresher training in December 2019.

All existing school staff have had safeguarding training in November 2020 and have read part 1 of Keeping Children Safe in Education September 2020. The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. Online safety training was also delivered in October 2019 and the Online Safer Schools App was launched in February 2019 to staff, pupils and parents.

Where new staff are recruited, or new volunteers enter Archbishop Temple School, they will continue to be provided with a safeguarding induction. An induction pack will be provided and online training undertaken which can be completed remotely.

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

Any staff deployed from another school will be given the schools induction pack on arrival which includes

- LCC Safeguarding Induction Pack
- KCSIE Sept 2020 Part 1
- Guidance for Safer Working Practice
- The School's Code of Conduct for staff
- Whistle blowing Policy

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, Archbishop Temple 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 (2020) (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 in the future the school needs to utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Archbishop Temple 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 179 of KCSIE.

Archbishop Temple School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 142 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

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 will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Archbishop Temple School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 173 in KCSIE. Staff must sign in at reception when arriving and sign out when leaving school.

Online safety in schools and colleges

Archbishop Temple School will continue to provide a safe environment, including online. This includes the use of an online filtering system and MDM. This will come under review if children from outside of the school come into the setting, or if our pupils are required to attend a setting off site to ensure safeguards are upheld.

Where students are using computers in school, appropriate supervision will be in place. Staff, pupils and parents have been reminded about the use of the REPORT button on Firefly if there are any concerns.

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 adhere to the guidance set out below which is part of the Online Learning Guidance published on Tues 5th January 2021. The main points are included below.

Phase 3: From Wednesday, 6 January 2021:

School closed to all students, except vulnerable children and the children of key workers. All pupils will receive:

- *Teachers will upload lesson activities and extended tasks to Firefly. This will include access to high-quality delivery. For example, some live lessons, audio provided on the PowerPoint, access to a high-quality video, direction to another resource i.e. from the Oak Academy. In the event of a full school closure, students are likely to receive more live lessons, in-line with their school timetables.*

- *Work will be set before the lesson commences each day.*

- *If the remote learning is required for longer than a week, students will complete one extended assignment for every three taught lessons and will be provided with feedback.*
- *Pastoral support will be provided through weekly contact with the form tutor. This will initially be via Firefly. Pupils will be encouraged to discuss and share any barriers to learning they may be experiencing, which in turn Tutors will share with staff as appropriate.*
- *Subject teachers will enter a no points mark on class charts highlighting failure to complete remote learning or non-attendance to a Live lesson using the correct tabs in the COVID-19 folder.*
- *Form tutors will review ClassCharts at least daily and contact any pupils in their forms who are accumulating no points entries. Use professional judgement, for example, if a pupil has 5 no mark entries or more. Should form tutors find that this matter continues, it must be referred to Heads of Year via ClassCharts.*
- *Heads of Year will monitor and coordinate the response to pupils not completing work set or attending live lessons.*
- *Form tutors will hold a weekly Teams tutor group catch up meeting to which the whole form group will be invited to attend.*
- *A Keeping in Touch list will be developed again, with the most vulnerable pupils allocated to key staff to monitor and assist where difficulties arise in the completion of remote learning and pastoral issues.*

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

Supporting children not in school

Archbishop Temple 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.

Archbishop Temple School has extensive provision in place to support such children with a comprehensive Keeping in Touch (KIT) program in place. Pastoral staff have a number of children allocated to them who they will be keeping in touch with. Contact will include messaging through the schools Firefly system and school email. Where appropriate, phone calls will be made to parents/carers and pupils to ensure contact is maintained and children are safeguarded. In addition a weekly contact will be made to all pupils from their form tutor.

Plans for each pupil have been set up on Provision Map and are updated regularly with the necessary details. A review will take place at the end of each working week to ensure contact is being maintained and that children are safeguarded.

Archbishop Temple school and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The school will remain

in close contact with all other outside agencies and other school leadership where appropriate. All contact and correspondence will be recorded on children's individual plans. Where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages including particular reference to online safety.

Archbishop Temple 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 Archbishop Temple School are aware of this in setting expectations of pupils' work where they are at home.

Operation Encompass messages will continue to be received and acted upon during this time. This will include speaking to parents and seeking advice from MASH and the schools safeguarding officer.

The 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 Provision Map as necessary.

Supporting children in school

Archbishop Temple School is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Archbishop Temple 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 hand washing and other measures to limit the risk of spread of COVID19.

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with LCC.

Peer on Peer Abuse

Archbishop Temple 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 paragraph 29 of KCSIE (2020) 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 Provision Map and appropriate referrals

made.

Support from outside school

The school will check daily briefings from the DfE, LCC and local safeguarding Advisers in LCC and MASH