

The Learning Alliance
Congleton High School
Safeguarding Policy Addendum October 2020



Where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home, the Department for Education expects schools to be able to immediately offer them access to remote education. Congleton High School will ensure remote education, where needed, is safe, high quality and aligns as closely as possible with in-school provision.

Details of the expectations for remote provision can be found in the [guidance for full opening](#).

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

1. Attendance of children in school
2. Attendance monitoring
3. Designated Safeguarding Lead
4. Supporting children attending school
5. Supporting children not in school
6. Reporting a concern
7. Safeguarding Training and Induction
8. Online safety for children working at home
9. Peer on Peer Abuse
10. Radicalisation and Extremism

1. Attendance of children in school

In line with current DfE and Cheshire East guidance, the attendance in school of Vulnerable children, children and young people up to the age of 25 with Education, Health and Care (EHC) plans, children who have a parent who is identified as a critical worker and, over time, specific year groups, is encouraged, where it is appropriate for them; that is, where there are no shielding concerns for the child or their household e.g. where they are self-isolating or are clinically vulnerable.

Vulnerable children include those who have a social worker e.g. children who are Children in Need, those who have a Child Protection Plan and those who are Cared For (Looked after by the Local Authority). A child may also be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

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 it is safer for them to have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services.

Senior leaders, especially the Designated Safeguarding Lead/ Deputy DSL and Safeguarding Team, 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.

Congleton High School will continue to work with others to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for Cared For and previously Cared For children.

2. Attendance monitoring

Where a parent chooses not to send their child to school we will ascertain the reason for this and will ensure it is recorded; following this up, over time, as necessary.

We expect all our families to notify us if their child is unable to attend on a particular day so staff can explore the reason with them and offer support as appropriate. Where a child has been in school but has stopped attending and the parent has not notified us, checks will be carried out in line our attendance policy.

Where a Vulnerable child does not attend/stops attending, we will notify the relevant professionals including Social Workers and Family Support Workers; liaising with practitioners and the family to remove any barriers. School will continue to link in with the child to ensure their continued well- being.

In line with updated guidance, we will resume daily recording of attendance and will continue to submit daily attendance information to the DfE.

3. Designated Safeguarding Lead

We aim to have a trained DSL (or deputy) available on site at all times; we are aware though that, in the current situation, this might not always be possible. Where this is the case a trained DSL (or deputy) will be available to be contacted via phone or online video link - for example when working from home.

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. This might include updating and managing access to safeguarding records (CPOMS), 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 school.

All staff and volunteers will be made aware of the DSL and Deputy and, if necessary the senior leader who is assuming responsibility for co-ordinating safeguarding on site; and how to contact them on any given day.

The DSL/Deputy DSL and Safeguarding team will continue to engage with social workers, and attend all multi-agency meetings (many of which will be remotely).

4. Supporting children attending school

Congleton 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.

We 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 COVID-19.

We recognise that children may present differently when they return to school than they did prior to the lockdown; this does not mean that they have been in abusive situations; however, staff will be alert to the signs of abuse and will take appropriate action should they become aware of it. Staff and volunteers will be alert to new safeguarding concerns about individual children and in relation to children where there have never been concerns raised previously.

We have asked parents and carers to advise school of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns.

5. Supporting children not in school

Congleton High School is committed to ensuring the safety and wellbeing of all its children; including those children who are not attending school.

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 will ensure that a robust communication plan is in place for that child. A thorough risk assessment has been carried out for all vulnerable children and will be updated on a weekly basis.

A record of all communication with vulnerable children is kept by the DSL and accessed by other members of the Safeguarding and Senior Leadership Team. Vulnerable children are identified on CPOMS under the Covid Welfare Call category.

The DSL/Deputy DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

Congleton High School will regularly share safeguarding messages on the website, social media pages and will send these out as communications to parents.

Congleton High School recognises that school is a protective factor for children and the current circumstances can affect the mental health of students and their parents/carers. Teachers are aware of this in setting expectations of students' work where they are at home. They take appropriate action should any concerns arise including signposting to relevant support agencies, initiating an Early Help assessment or consulting with ChECS or adult social care.

6. Reporting a concern

Where staff have a concern about a child, regardless of whether that child is in school or at home, they will continue to follow the process outlined in the Child Protection and Safeguarding Policy, this includes making a written record of the concern on CPOMS.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the DSL/Deputy DSL. This will ensure that the concern is received.

All 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 concerns to the Headteacher. 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.

All staff have been reminded of the requirement to record disclosures / concerns on CPOMS.

7. Safeguarding training and induction

All existing school staff have had safeguarding training and they have all read and signed Part 1 of Keeping Children Safe in Education (2019).

Where new staff are recruited, they will continue to be provided with a safeguarding induction. When recruiting new staff, Congleton High School will continue to follow the relevant safer recruitment processes, 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.

Congleton High School will continue to follow their 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.

Congleton 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.

Whilst acknowledging the challenge of the current National emergency it is essential, from a safeguarding perspective, that we as a school are aware, on any given day, which staff/volunteers will be in school/college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety for children working at home

Congleton High School 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; advice has also been given to parents around internet safety.

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 will still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in Congleton High School's code of conduct.

Congleton High School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. As there is now an expectation that teachers should live stream or provide pre-recorded videos, we have considered the approaches that best suit the needs of our children and staff and therefore we encourage:

- 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 or neutral.
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held and overview of content.
- An additional member of staff should be in the same room as the live lesson if at all possible.

Staff supporting remote learning have been told that they must record whether any safeguarding issues were noted. If concerns were reported/observed, staff will record the detail of this and the date/time these were shared with the DSL on CPOMS.

Safeguarding pupils and teachers online

Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's Staff Behaviour policy (Code of Conduct) and Congleton High School's Safeguarding policy (September 2020 update) will apply.

Staff have been guided towards the following links to ensure that remote learning is safe for all involved:

- remote education advice from [The Key for School Leaders](#)
- advice from [NSPCC](#) on undertaking remote education safely

- guidance from the [UK Safer Internet Centre](#) on remote education

Use school channels to communicate

Staff should not communicate with parents or pupils outside school channels (e.g. they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

Parents have been reminded about realistic expectations when contacting staff and when they should expect replies.

Where teachers are phoning/video calling pupils, they must:

- Do this through parents' phones only (unless this itself poses a safeguarding risk) and make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware, and keep a record of the date and time of each call via Cloud School
- Have a parent with the child during the phone call and have the phone on speaker phone
- Either use an app like [3CX](#) that will route calls through your school's number rather than their own, or block their number so parents do not see it.
- If possible, have another member of staff in the vicinity during the call.
- Log all safeguarding concerns in the usual way via CPOMS.

The following resources have been shared with families via the E-safety section of the CHS website:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

9. Peer on Peer Abuse

Where we receive a report of peer on peer abuse, staff will follow the principles as set out in part 5 of Keeping Children Safe In Education and of those outlined within our Safeguarding and Child Protection Policy. The school will listen and work with the child, parents/carers and any multi-agency partner required ensuring the safety and security of that child.

Concerns must be shared with the Designated Safeguarding Lead as per normal safeguarding reporting processes and actions must be recorded on CPOMS.

10. Radicalisation and Extremism

We are aware that the impact of COVID-19 on communities may give individuals and extremist organisations opportunities to promote hateful or harmful narratives. This may present in the form of graffiti, leafleting and stickering that is of an extremist nature. As a school we will consider the impact this material may have and encourage pupils to share any concerns if they feel worried, upset or anxious.