

Annex 1



KIRKHAM
GRAMMAR SCHOOL

COVID-19 school closure arrangements for Safeguarding

Context

From January 4th, parents were asked to keep their children at home. Schools and childcare providers, (except nurseries/pre-school settings) were asked to provide care for a limited number of children - children who are vulnerable, or children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Key contacts

Role	Name	Contact number	Email
HM	Mr Berry	01772 684264	d.berry@kirkhamgrammar.co.uk
DSL	Mrs Walter	07956888982	n.walter@kirkhamgrammar.co.uk
DDSL	Mrs Wadeson	01772 684264	a.wadeson@kirkhamgrammar.co.uk
Chair of Governors	Mrs Waring	01772 684264	Via Bursar (Clerk to Governors)
Senior Deputy Head	Mrs Parkinson	01772 684264	d.parkinson@kirkhamgrammar.co.uk
HM KGJS	Mrs O'Donoghue	01772 673222	k.odonoghue@kirkhamgrammarjnr.co.uk
DSL KGJS	Mrs Shuttleworth	07968 022857	h.shuttleworth@kirkhamgrammarjnr.co.uk

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 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Kirkham Grammar School (KGS) 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. The lead person for this will be: Mrs N Walter (DSL in KGS) and Mrs H Shuttleworth (DSL in KGJS). Children on the Pastoral List who do not meet the 'vulnerable' definition will be regularly contacted by Pastoral staff including DSL and DDSL, Heads of Year and Form Tutors in the Senior School. Within the Junior School, Pastoral staff include, DSL, Key Stage Leads and Class Teachers. Any concerns arising from these communications must be reported to DSL or DDSL.

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 DSL will explore the reasons for this directly with the parent.

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

The DSL and DDSL (Attendance Officer) will encourage vulnerable children and young people to attend school, including remotely if needed.

Attendance monitoring

Within the Senior School, pupils will be registered in every lesson. Missing pupils will be followed up by subject staff in the first instance. Continued non-attendance will be followed up with a call home by the Attendance Officer/DDSL. In the Junior School attendance will be monitored by the class teachers. Continued non-attendance will be followed up with a call home by a member of SLT.

The DSL and social workers will agree with parents/carers whether children in need should be attending school – the DDSL will then follow up on any pupil that they were expecting to attend, who does not. The DSL 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, the DSL/DDSL 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, the DSL will notify their social worker.

Designated Safeguarding Lead

KGS and KGJS have a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The DSL is: Mrs N Walter (KGS); Mrs H Shuttleworth (KGJS)

The DDSL is: Mrs A Wadson (KGS); Mrs S Anyon (KGJS)

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, email or online video - for example when working from home.

It is important that all KGS staff and volunteers have access to a trained DSL (or deputy). Staff on site will be made aware of that person and how to speak to them.

The DSL 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 Safeguarding Policy.

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 their concern to the Headmaster. Whilst away from school, this may be done by email.

Concerns regarding the Headmaster should be directed to the Chair of Governors: Mrs L Waring (via the Bursary).

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 and have 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 are recruited, or new volunteers enter KGS they will continue to be provided with a safeguarding induction.

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 volunteers are utilised, the school 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.

KGS 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.

KGS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per 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, KGS will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 - 171 in KCSIE.

Online safety in schools and colleges

KGS 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.

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 Safeguarding and E-Safety policies and, where appropriate, referrals should still be made to children's social care and as required, the police.

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

Use of webcams is allowed, but the following should be considered:

- 1:1 tuition for music – use communal rooms in the home
- 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 where possible and the background should be blurred.
- Language must be professional and appropriate, including any family members in the background.

Supporting children not in school

KGS is committed to ensuring the safety and wellbeing of all its pupils. 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. This could include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The school and DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. 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 in recognition of the fact 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 need to be aware of this in setting expectations of pupils' work where they are at home.

KGS will ensure that appropriate support is in place for children of critical workers and vulnerable children on site.

Supporting children in school

KGS will continue to be a safe space for children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. The 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.

Peer on Peer Abuse

KGS recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where the DSL 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.