

## Safeguarding Policy Appendix March 2020

Policy Number:	COVID-19.POL.013	Author/Reviewer:	Nicola Kelly
Issue Number:	002	Approver:	Nicola Kelly/Pauline Paterson
Issue Date:	17.09.2020	Service Type:	Education
Next Review Date:	01.09.2021	RADAR Location:	None

<b>Print &amp; Keep on File:</b>	Required <input checked="" type="checkbox"/>	Not required <input checked="" type="checkbox"/>
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### Additional guidance for staff

Written in line with DfE guidance - *Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*

Published 27 March 2020

***(This appendix will be reviewed weekly and changes made if guidance from the DfE, Local Authority, Chief of Police or Clinical Commissioning Groups or any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need)***

*Keeping Children Safe in Education (KCSIE) Sept 2020* is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.

Whilst acknowledging the pressure that schools and colleges are under, it remains essential that as far as possible we will continue to be safe places for children. This appendix supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe. It outlines how our school might consider safeguarding policy and process differently when compared to business as usual.

The way our school is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first;

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- if anyone in the school has a safeguarding concern about any child they should continue to act immediately;
- a DSL or deputy should be available at all times;
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children; and
- children should continue to be protected when they are online;

Our school will, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our Safeguarding Policy.

During this Covid-19 pandemic outbreak, additional staff will receive Designated Safeguarding Lead training to ensure that staff have the requisite knowledge in line with current operational succession plans. At least 4 staff will be trained by 3<sup>rd</sup> April 2020 and the DSL names and contact details will be updated.

Any concern about a pupil should immediately be reported to the school's designated safeguarding lead in the following order.

	Name	Position	Telephone Number Email address
DSL 1	Martin Dyer	Assistant Head	<a href="tel:07749433519">07749 433519</a> <a href="mailto:martin.dyer@keys-group.co.uk">martin.dyer@keys-group.co.uk</a>
DSL 2	Vicky Carrick-Lynch	Head of Education	<a href="tel:07809659737">07809 659737</a> <a href="mailto:head.unitycollege@keyschildcare.co.uk">head.unitycollege@keyschildcare.co.uk</a>
Deputy DSL	Sampavi Logeswaran	Inclusion Lead – Senior Tutor	<a href="tel:01494446371">01494 446371</a> <a href="mailto:samapavi.logeswaran@keys-group.co.uk">samapavi.logeswaran@keys-group.co.uk</a>
Deputy DSL	Tam Menan	Nurture Group Lead	<a href="tel:01494446371">01494 446371</a> <a href="mailto:staff.unitycollege@keys-group.co.uk">staff.unitycollege@keys-group.co.uk</a>

The optimal scenario for our school providing care for children is to have a trained DSL or deputy available on site. It is recognised this may not always be possible, and where this is the case a trained DSL or deputy from the school will be available to be contacted via phone or online video - for example working from home.

In addition, a senior leader will take responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and where appropriate liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all school staff have access to a trained DSL or deputy and know on any given day who that person is and how to contact them. Each day the staff Safeguarding Noticeboard will be updated to inform staff of the person who has safeguarding responsibility for that day.

In the event that a member of staff has an immediate concern for the safety of a pupil and is unable to contact a member of the Safeguarding Team or the Senior Leadership Team, all staff understand that in order to safeguard children, any member of staff can contact children’s social care. These contact details are displayed on the staff Safeguarding Noticeboard. Any member of staff who contacts children’s social care will provide a verbal and written report to a member of the safeguarding team (DSL/DDSL/SLT) as soon as the person becomes available. All staff understand that in the event of a child needing immediate protection, the procedure may also include contacting the police.

It is acknowledged that face to face DSL training is very unlikely to take place during this period therefore we will employ the option of online training. For the period that 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 their refresher training date is extended.

The DSL will continue to contribute to multi-agency planning and support for children who have social care involvement. This may be through conference telephone calls or video calls.

The school will face unique challenges at this time. Where reasonably possible, the DSL (or deputy) should consider these in a child protection context.

**If staff have concerns about a staff member, supply teacher, or volunteer who may pose a safeguarding risk to children, they must report this to the Head teacher or if not available the Regional manager, Chair of Governors or proprietor, if the concern is about the Head teacher it must be reported to the Chair of Governors, or proprietor.**

The contact details for the Head teacher and Chair of Governors/Proprietor are provided below and are also displayed on the school Staff Safeguarding Noticeboard. (This noticeboard is placed in the staff area and out of view of children)

Head teacher – Vicky Carrick-Lynch	Telephone Number <a href="tel:07809659737">07809 659737</a>	Email address <a href="mailto:head.unitycollege@keyschildcare.co.uk">head.unitycollege@keyschildcare.co.uk</a>
Chair of Governors - Nicola Kelly	07918 765696	nicolakelly@keys-group.co.uk
Proprietor’s representative –	07918 765696	nicolakelly@keys-group.co.uk

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Nicola Kelly - Keys Group		
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All pupils in this school are considered to be vulnerable. Each pupil has an individual plan which identifies the risk and the individual plans are in place to support them during this Covid 19 pandemic outbreak, whether this is in school or in their own homes. Any concerns for pupil's wellbeing must be immediately reported to the school's DSL.

All pupils, not in school, will be contacted daily by telephone and home visits will take place at the very minimum weekly. Pupils considered to be more vulnerable will be visited more frequently, the details of which will be included in their individual plans and risk assessments and in agreement with the placing authority. Home visits do not involve entering a pupil's home, but an "eyes on" visit will take place to ensure that they are still in the family home. Staff should follow the Keys Group protocol outlining how to manage any visits during this period and any home visits made will have been risk assessed. The details of the visit will be recorded on RADAR and in the Childs CP file.

Wherever possible, telephone calls to pupils and parents must be made from a school landline number. Staff should not use personal phones unless they need to contact the DSL urgently or in an emergency. Video calling via Skype can be undertaken with more than one member of staff and only via the computers within school or a Keys Group property by prior arrangement to ensure that the risks to staff and children are minimised.

Members of staff making video calls will follow the guidance set out in the April 2020 Addendum to Guidance for Working Practice for adults who work with children and young people in education settings (2019). This will include ensuring that when one to one calls are made, that both the person making the telephone call and the person receiving the telephone call are in appropriate rooms and wearing appropriate clothing.

Members of staff making a video call will first discuss the reason for this call with the Head Teacher and receive confirmation from the Head Teacher that the video call is the most appropriate form of communication.

A record will be kept on the child's file and will include the people present, the reason for the video call and the content of the conversation.

Any concerns arising from the video call will be shared with the DSL.

Members of staff are aware that taking photographs of children is not permitted unless this is in line with the schools E-Safety policy.

## Specific Safeguarding Risks

All staff are aware that children are at risk from abuse when they are not in school and that the national lockdown had increased the risk of certain types of abuse. These risks may include but are not limited to :-

- potential to become exploited criminally or sexually either online or in the community
- exposure to domestic abuse either in the family or in their own personal intimate relationships
- potential to become involved in peer on peer abuse either as a victim or perpetrator
- potential to be groomed online or in person
- exposure to sexual abuse within the family
- vulnerability to mental health issues
- exposure to drug and/or alcohol abuse
- hunger
- FGM
- Physical, emotional and/or neglect

All staff are committed to identifying and responding to any concerns regarding the wellbeing of children and will respond in line with the guidance set out in the safeguarding policy and within this document.

## Attendance

The school needs to complete their usual day-to-day attendance processes. The department has introduced a [daily online attendance form](#) to keep a record of children of critical key workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows our school to provide accurate, up-to-date data to the department on the number of children taking up places.

Our school and social workers will be agreeing with families/carers whether children in need should be attending education provision – and the school or college should then follow up on any child that they were expecting to attend, who does not.

The school will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. To support this, the school will take the opportunity when communicating with parents and carers to 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 school will notify the placing authority for the individual pupil.

## Staff Training

All existing school staff have attended safeguarding training and have read part 1 and Annex A of Keeping Children Safe In Education 2020. It is important for staff to be aware of any new local arrangements so they know what to do if they are worried about a child. Details of these can be found at the end of this document and displayed on the staff Safeguarding Noticeboard.

Where new staff are recruited they will be provided with a Safeguarding Induction. They will be provided with the school's updated Safeguarding Policy, part 1 and Annex A of KCSIE 2020, Guidance for Safer Working Practice for adults who work with children and young people in Education Settings, and complete the Safeguarding Children in Education course via our E Learning platform - Educare. Any staff member who requires a refresher to their safeguarding training, must also complete this via Educare.

## Safer Recruitment and Single Central Registers

The school will continue to follow all the guidance in Safer Recruitment and no member of staff either employed, supply or volunteer will commence work without all the appropriate checks. All staff employed will have details recorded on the School's Single Central Register.

Under no circumstances will an adult who has not had appropriate checks be left unsupervised with a child/children.

## Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home.

Staff must read Keys Group guidance '*Good Mental Health and Well-being for Children and Young People*'.

Support for pupils in the current circumstances will include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. You can also read the guidance on [mental health and behaviour in schools](#).

## Online Safety

Within the school setting, the system will continue to be monitored and maintained by the Keys Group Central IT department who will ensure that the appropriate filtering and monitoring systems are in place.

It is important that all staff who interact with children, including online, continue to look for signs a child may be at risk. Any such concerns should be dealt with as per the school's

Safeguarding Policy and where appropriate referrals will be made to children's social care and as required the police.

It is important to stay safe when working remotely with young people when conducting on line tutoring. Staff will follow the guidance set in Guidance for Safer Working Practice Addendum April 2020 to ensure that they minimise the risks of online working.

All staff have received training on Online Safety

The school will consider the safety of the pupils when they are asked to work online. The starting point for online teaching are the same principles as set out in the school's staff Code of Conduct and Personal and Professional Boundaries Policy (located on RADAR in HR policies). The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.

- Our school will ensure any online learning tools are vetted before being offered to pupils;
- As pupils will be in some cases working on-line, they will be provided with an email address for the school to report any concerns they have. This will also be available to parents;
- All pupils are to be given the information below to allow them to report concerns to other agencies if they do not want to report them to via the school route;
- [Childline](#) - for support,
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse.

There are increased communications with parents during this time which will assist in reinforcing the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access.

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In the communications with parents and carers, the school will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC



- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online □ [UK Safer Internet Centre](#) - advice for parents and carers

## Health and Safety

All staff and pupils are aware of and follow the protocols for social distancing and personal hygiene.

Keys policy regarding schools health and safety policy and response to an outbreak of COVID – 19 e.g., school closure, testing kits, deep cleaning etc. is available on request

**Specific advice or guidance from the Local Authority for the school will be adhered to**

**Buckinghamshire Local Authority has followed the DFE's advice on safeguarding. All of the links on their website are DFE based and not specific to the county. Each of these areas is addressed in this Appendix.**

**Unity College has regular formal contact with the Buckinghamshire Virtual School and Social Care and SEN as all of our students are CLA.**

**The DSL will review this regularly via the website and a local safeguarding network we are linked to. This has been reviewed in March 2020 and again on 1/8/20.**