

Additional document to support Safeguarding Policy during Covid 19 outbreak

From 20th March 2020 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 and children considered to be vulnerable.

This addendum of The Key Education Child Protection policy contains details of our individual safeguarding arrangements during this time of closure:

Key contacts during COVID-19 school closure

Role	Name	School	Email
Designated Safeguarding Leads	N. Thomas A. Miller-Adams	GOSPORT HAVANT	n.thomas@thekey.hants.sch.uk a.miller-adams@thekey.hants.sch.uk
Deputy Designated Safeguarding Leads	K.Spice J.Hiscock K. Loader K.Regan	GOSPORT GOSPORT HAVANT HAVANT	k.spice@thekey.hants.sch.uk j.hiscock@thekey.hants.sch.uk k.loader@thekey.hants.sch.uk k.regan@thekey.hants.sch.uk
Designated teacher	O.Ward D. Johnson-Cadwell	GOSPORT HAVANT	o.ward@thekey.hants.sch.uk d.johnson-cadwell@thekey.hants.sch.uk
Headteacher	L. Forde-Nassey	BOTH	l.forde-nassey@thekey.hants.sch.uk
Chair of Governors	I.Hudsen	BOTH	adminoffice@thekey.hants.sch.uk
Safeguarding Governor	A.Grant	BOTH	adminoffice@thekey.hants.sch.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 (EHCP) plans.

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 EHCP 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 EHCP can safely remain at home.

Senior leaders, especially the Designated Safeguarding Lead (DSL) 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.

The DSL will continue to work with and support children's social workers to help protect vulnerable children. The designated teacher will continue to work with the local authority virtual school head (VSH) for looked-after and previously looked-after children.

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

We have in place secure safeguarding measures, all pupils at The Key Education Centre will have a RAG rating (RED = High Risk, AMBER = Medium Risk, Green = low risk), based on welfare and safeguarding needs. It will identify vulnerable students e.g. those students who are in care, have an EHCP, and are subject to existing welfare plan (Child Protection / Child in Need / EHH), those with social workers and those who we monitor internally this will be recorded on a tracking document.

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.

We will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

The DSL and social workers will agree with parents/carers whether vulnerable children should be attending school. The senior leader in charge will then follow up on any pupil that they were expecting to attend, who does not, and the Social Worker will be informed.

Designated Safeguarding Lead

The Designated Safeguarding Leads are:

Mrs N Thomas – Gosport

Mrs M Miller-Adams -Havant

The Deputy Designated Safeguarding Leads are:

Mrs K Spice and Mrs J Hiscock- Gosport

Ms K Loader and Mrs K Regan- Havant

Where possible a trained DSL (or deputy) will be available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

The senior leader in charge will assume responsibility for co-ordinating safeguarding on site in the absence of a DSL (or Deputy). This might include updating and managing access to child

protection online management system (CPOMS), liaising with the offsite DSL (or deputy) and as required liaising with children's social workers.

Child protection policy

Our practices / policy will be adapted to best meet this changing situation. This will be reviewed in line with government guidance and local safeguarding advice.

Staff will be mindful of the following whilst pupils are not in school and in lock down:

- Domestic Abuse (predicted increase and exposure during isolation)
- Neglect and Abuse (increase where it already exists)
- Criminal/Sexual Exploitation (including online)
- Crime & Anti-Social Behaviour (involved/victim of)
- Online bullying, grooming and cyber risks (increase in screen time)

It will also be recognised that social distancing, lock-down isolation and shielding could have a significant effect on young people's mental health and well-being, and/or that of other family members, which could also impact on them.

Reporting a concern

Concerns for the Safety and Welfare of a Child

If any member of staff is concerned about a child, he or she must inform the safeguarding team immediately. This can be done via email or calling:

Mrs N Thomas, Mrs K Spice or Mrs J Hiscock – for the Gosport site

Or

Mrs A Miller-Adams, Ms K Loader or Mrs K Regan- for the Havant site.

In the event that contact with the team cannot be made, staff are expected to refer directly to Children's Social Care (and the police if appropriate) if there is the potential for immediate significant harm.

Phone 0300 555 1384

Out of hours: 0300 555 1373

If you know a child to be immediate risk of danger call 999

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes recording the concern on CPOMs.

Where staff are concerned about an adult working with children in the school, they should report the concern 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 regarding the Headteacher should be directed to the Chair of Governors.

Safeguarding Training and induction

Face to face DSL training is 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 have 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 via email, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter The Key Education Centre they will continue to be provided with a safeguarding induction.

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, The Key Education Centre 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 (2019) (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 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

Where The Key Education Centre are utilising 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.

The Key Education Centre 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.

The Key Education Centre 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

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, The Key Education Centre 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

The Key Education Centre will continue to provide a safe environment, including online. This includes the use of an online filtering system and 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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face

Children who are being asked to work online will have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Weekly welfare calls will be used to reinforce 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 and be clear who from the school or college (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. In communications with parents and carers, The Key Education Centre 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

The Key Education Centre 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

The Key Education Centre is committed to ensuring the safety and wellbeing of all its Children and Young people.

All families will receive at least one welfare phone call a week, children that have been highlighted as high risk (red) will receive at least two calls a week, from the safeguarding team which will be recorded on the calls tracker. The DSL for each site will then have a daily check in with the safeguarding teams to address any concerns raised from those calls.

The safeguarding teams will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The school will share safeguarding messages on its website and via the school newsletter.

Supporting children in school

The Key Education Centre 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.

The Key Education Centre 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.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Weekly welfare calls will provide an opportunity for the safeguarding team to discuss any concerns with the parent and/ or child and provide an opportunity to sign post to appropriate resources or agencies.

Peer on Peer Abuse

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 raised with the DSL (or Deputy) recorded on CPOMS and appropriate referrals made.