



## **Appendix Document**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection**

School Name: Fair Ways School  
Policy owner: Laura Rowe  
Date: January 2021  
Date shared with staff

**Context**

From 20<sup>th</sup> 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 - who absolutely need to attend.

Schools, and all childcare providers, were asked to continue 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 sub-section of the Fair Ways School Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

**Context..... 2**

**Key contacts ..... 3**

**Vulnerable children..... 4**

**Critical workers..... 4**

**Attendance monitoring ..... 4**

**Designated Safeguarding Lead..... 5**

**Reporting a concern..... 5**

**Safeguarding Training and induction..... 6**

**Safer recruitment/volunteers and movement of staff ..... 6**

**Online safety in schools and colleges..... 7**

**Children and online safety away from school and college ..... 7**

**Supporting children not in school ..... 7**

**Supporting children in school ..... 8**

**Peer on Peer Abuse ..... 8**

**Key contacts**

Role	Department	Name	Contact number	Email
Designated Safeguarding Lead	Education Swanwick / Fort Wallington Totton	Laura Rowe	07467 220077	<a href="mailto:laura.rowe@fairways.co">laura.rowe@fairways.co</a>
		Daniel Pitt	07761 511345	<a href="mailto:daniel.pitt@fairways.co">daniel.pitt@fairways.co</a>
		Victoria Horner	07468 691433	<a href="mailto:victoria.horner@fairways.co">victoria.horner@fairways.co</a>
Deputy DSL	Swanwick Fort Wallington Totton	Charlie Leech	07772 370866	<a href="mailto:charlotte.leech@fairways.co">charlotte.leech@fairways.co</a>
		Dave Allen	07467 955334	<a href="mailto:dave.allen@fairways.co">dave.allen@fairways.co</a>
		Sophie Owen	07742 925703	<a href="mailto:sophie.owen@fairways.co">sophie.owen@fairways.co</a>
Company Safeguarding Lead	Safeguarding Lead	Ruby Brewer	07823344221	<a href="mailto:Ruby.brewer@fairways.co">Ruby.brewer@fairways.co</a>

Swanwick School: 01489 579011

Fort Wallington School: 023 8112 2200

Totton School: 02380 867 036

Head Office: 02380 230400

## **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 (LA) 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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Fair Ways 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.

## **Critical workers**

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, we will notify the relevant local authority who are responsible for arranging for the child/ren to be cared for in an alternative setting that can meet their needs.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

## **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.

Fair Ways School and social workers will agree with families whether children in need should be attending school – Fair Ways will then follow up on any pupil that they were expecting to attend, who does not. Fair Ways will also follow up with any 'critical worker' parent or carer who has arranged care for their child(ren) but the child(ren) subsequently do(es) not attend.

To support the above, Fair Ways will, when communicating with parents, carers and allocated social workers / placing authorities, 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, Fair Ways will notify their social worker.

If Fair Ways has any children in attendance (e.g. because they are vulnerable, the children of critical workers) 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.

All communication with parents, carers and social workers will be tracked and overseen by DSL at each school site.

### **Designated Safeguarding Lead**

Fair Ways school has a Designated Safeguarding Lead on each site and a number of Deputy Designated Safeguarding Leads – these are named on the front sheet.

We will endeavour to have a trained DSL or deputy available on site at all times when pupils are present. 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.

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 on site or Head of Education will be contacted.

This might include updating Clear Care, liaising with Head of School and, if required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all Fair Ways school staff have access to a trained DSL or deputy. On each day, staff on site will be made aware of who that person is and how to contact them.

### **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 contacting the DSL and school management and recording on Clear Care (where possible).

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 concern to the Head of School immediately. If there is cause to make a notification to the Head of School whilst away from school, this should be done by telephone. Staff must not just leave an

answerphone message. If the Head of School is not contactable, the member of staff should contact either the DSL or the Deputy Head.

Concerns about the Head of School should be directed to Laura Rowe, Head of Education.

If LADO need to be contacted, please email [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk) with name, organisation and telephone so the team can call you.

### **Safeguarding Training and induction**

DSL training is very unlikely to take place during this period.

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 at least part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead 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 Fair Ways, they will continue to be provided with a safeguarding induction via online training.

### **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, Fair Ways will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Fair Ways will continue to comply with 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.

Fair Ways 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](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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, Fair Ways 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**

Fair Ways School will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where children 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 child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

Online teaching should follow the same principles as set out in the school's or college's staff code of conduct.

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

Below are some simple things to consider when delivering virtual lessons, especially where webcams are involved:

- Unless specifically agreed with the head of school or teacher, young people will be taught one to one
- Where one to one teaching is necessary, this will only be with the explicit written consent of the headteacher, young person and parent(s).
- The DSL, head of department and / or other senior staff must be able to join any virtual lesson at any point.
- 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 hidden.
- The live class should be recorded so that if any concerns 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 agreed with senior leaders and the IT / network manager to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

### **Supporting children not in school**

Fair Ways school is committed to ensuring the safety and wellbeing of all its young people.

The Designated Safeguarding Lead will ensure that a robust communication plan is in place for each young person, their parent(s) / carers and the allocated social worker or placing authority.

Details of the communication plan will be shared with all staff. All communication will be tracked on Clear Care and the Covid-19 Safeguarding Tracker.

The communication plan includes all young people and parents/carers being contacted by phone at least once a week, more if needed, by the tutors.

In addition, the school will share safeguarding messages on its website and social media pages.

Fair Ways recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at Fair Ways will be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

Fair Ways is committed to ensuring the safety and wellbeing of all its young people.

Fair Ways will continue to be a safe space for all young people to attend and flourish. The Head of school will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, maximising safety.

Fair Ways school will 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 coronavirus.

Fair Ways 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 young person and recorded on their Clear Care record.

### **Peer on Peer Abuse**

Fair Ways 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 part 5 of KCSIE and of those outlined within the school's safeguarding & child protection policy.

The school will listen carefully, and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

**All** concerns and actions taken must be recorded on Clear Care and appropriate referrals made.