

Appendix 11

COVID-19 School Arrangements for Safeguarding and Child Protection

Context

From 20 March 2020 parents and carers 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 were asked to provide care for children who are vulnerable, and children whose parents or carers are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of our School's Safeguarding Children Policy gives details of our safeguarding arrangements during this response period. This addendum applies to all four RGS Schools, referred to within this addendum as RGSW.

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 or carers, to decide whether they need to continue to attend school as part of our Key Worker and Vulnerable Pupil provision, 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 will not be the determining factor in assessing vulnerability.

We will also offer for pupils who we are concerned have challenging home or personal circumstances to continue to attend school as part of our Key Worker and Vulnerable Pupil provision. Senior leaders, especially the Designated Safeguarding Leads (and deputies) 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.

All four RGS Schools will continue to work with, and support, children's social workers to help protect vulnerable children. Please note that there are currently (as of April 2020) no looked after or, as far as we are aware, any previously looked-after children attending any of our schools.

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 the relevant RGS School will explore the reasons for this directly with the parent.

Where parents or carers are concerned about the risk of the child contracting COVID-19, RGSW and, where there is one in place, the social worker will talk through these anxieties with the parent, following the advice set out by Public Health England. RGSW will encourage and monitor our vulnerable children and do all we can to ensure that they are at least engaging with our remote learning provision.

Attendance Monitoring

During this period, RGSW and social workers will agree with parents or carers whether children in need should be attending school. RGSW will then follow up on any pupil that we deem to be vulnerable, or any child whose parent has organised for them to attend, and who does not attend. RGSW holds emergency contact numbers for all pupils on the school roll.

In all circumstances, where a vulnerable child does not take up their place at school, or discontinues, and that pupil has a social worker, we will notify their social worker.

Designated Safeguarding Leads

Each RGSW school will ensure that a DSL or dDSL is contactable by telephone during term time. The RGSW Key Worker and RGSW Vulnerable Pupil provision will be based at RGS The Grange. Dr L J Andrew (DSL at RGS Worcester) and Mr G W Hughes (DSL at RGS The Grange) live local to this site and are available during term time, if required. During holiday periods there is a DSL responsible for the Holiday Club and in addition, as always, there will be a DSL and dDSL Duty Rota so that Holiday Club staff and the Holiday Club DSL can consult with and inform the School's other DSLs, as required, about any concerns about RGS pupils.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior member of staff and/or manager will assume responsibility for co-ordinating safeguarding on site. This will include liaising with the offsite DSL as required.

During this period, all RGSW staff working at RGS The Grange and volunteers will have access to a trained DSL (or deputy) and will be able to contact them via the senior member of staff on duty at RGS The Grange.

The DSLs will continue to engage with social workers, and attend all multi-agency meetings, which may be done remotely, as required.

During this period the School's main switchboard will be open and the Receptionist on duty will be able to contact the DSL on duty if required (Telephone: 01905 613391). A message directing callers to an Emergency out of hours contact number is also operational.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in this Safeguarding Children Policy, and this includes making a report via My Concern.

In the unlikely event that a member of staff cannot access My Concern from home, they should email the Designated Safeguarding Lead and Deputy Safeguarding Leads.

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 relevant Head. If there is a requirement to make a notification whilst away from School, this should be done by telephone call and followed up with an email to the relevant Head.

Concerns about a Head should be directed to the Chair of Governors.

Safeguarding Training and Induction

Staff safeguarding induction training at RGSW will take place remotely during the period during which measures are in place for the COVID-19 threat.

However, we note that for the period during which 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.

Safer Recruitment/Volunteers and Movement of Staff

It remains essential that people who are unsuitable to do so are not allowed to work with or have access to children. When recruiting new staff, RGSW will continue to follow the relevant Safer Recruitment processes.

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 RGSW utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education (KCSIE). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

RGSW 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.

RGSW 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. Note that 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, RGSW also acknowledges how essential it is, from a safeguarding perspective, that on any given day we know which staff and volunteers are on site, and that appropriate checks have been carried out for these people, and especially for anyone engaging in regulated activity. As such, RGSW keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools

RGSW will continue to provide a safe environment, including online. This includes the use of an online filtering system for users at all the RGSW sites.

Where pupils who are children of key workers or are deemed vulnerable children and are in school and are using computers in school, appropriate supervision will be in place.

Children and Online Safety away from School

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 in accordance with this Safeguarding Children Policy and, where appropriate, referrals must still be made to Children's Social Care and, as required, the police.

Online teaching will follow the same principles as set out in the School's Staff Code of Conduct and the guidance given in the RGSW Remote Teaching Support Guidelines. RGSW will ensure that any use of online learning tools and systems is in line with the privacy and Data Protection/GDPR requirements.

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

- One-to-one sessions will only be delivered when the member of staff's line manager has been consulted and advice has been sought from the DSL. In general, permission for such sessions is usually only given to those specialist staff who need to use them to benefit the pupils in our care and provide for their safeguarding and wellbeing needs e.g. School Counsellor. There is guidance for all RGSW teachers in our Teaching and Learning protocol, and this includes a protocol for peripatetic music teachers.
- Staff and pupils must wear suitable clothing, as should anyone else in the households concerned, when such sessions are taking place. Most will not involve, nor need the children's camera function to be running, but we realise that this could happen on occasion or may be specifically required by the teacher delivering the lesson.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and, where possible, the background should be blurred or plain.
- Staff have the option to record live classes, so that if any issues were to arise, the video can be reviewed.

- Staff are expected to deliver lessons in line with the highest of professional standards that the School requires under normal circumstances and in line with this Safeguarding Children Policy and the RGSW Staff Code of Conduct.

Supporting Children not in School

RGSW is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of Social Care support, or who would normally receive pastoral support in school, we will ensure that a robust communication plan is in place for that child or young person.

Details of this support will be recorded, reviewed with the Safeguarding and Pastoral Team regularly (normally at least fortnightly) 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. RGSW recognises 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 or carers. Teachers at RGSW need to be aware of this in setting expectations of pupils' work when they are at home.

RGSW will ensure that where we care for children of Key Workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded, when appropriate, on MyConcern.

Supporting Children in School

RGSW is committed to ensuring the safety and wellbeing of all its pupils.

RGSW will continue to be a safe space for all children to attend and flourish.

The SLT will ensure that appropriate staff are on site, and staff to pupil ratio numbers are appropriate, to maximise safety.

RGSW 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 the spread of COVID-19.

Where RGSW has concerns about the impact of staff absence, for example but not limited to that of the DSL or First Aiders, this will be discussed immediately by the SLT.

Peer-on-Peer Abuse

RGSW 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 this Safeguarding Children Policy, and in particular in section 6.8 of this Policy.

The school will listen and work with the young person, their parents or carers and any multiagency partner as required, to ensure the safety and security of that young person. As is always required, concerns and actions must be recorded, and appropriate referrals made.

Social Distancing

All staff and pupils working in school will observe the government guidelines on social distancing and as such, when working on site, they will stay 2 metres (6ft) away from other people at all times, wash their hands thoroughly with soap and water and use the hand sanitiser that is available regularly, but always before and after eating, drinking and using the toilet.

April 2020

Sponsor: Dr Lee Andrew, Designated Safeguarding Lead, SPOC for the Prevent Initiative and Assistant Head (Pastoral) and Endorsed by Sally Mills, Governor with responsibility for safeguarding.