



COVID-19 arrangements for safeguarding and child protection at
The Village School

Named personnel with designated responsibility for safeguarding

Designated Safeguarding lead	Bola Akinbo	020 8204 5396	bak@compasslp.co.uk
Deputy Designated Safeguarding officers	Jo Morton Hermann Farrington	020 8204 5396	jom@compasslp.co.uk hfa@compasslp.co.uk
Named Safeguarding Trustee	Helena Morris		hmo@compasslp.co.uk
Local authority designated officer (LADO)	Yvonne Prince	020 8937 2090	brent.lado@gcsx.gov.uk

Date: 10.09.2020

Approved by trust:

Date shared with staff:

- 1. Context**
- 2. Core safeguarding principles**
- 3. Vulnerable children**
- 4. Reporting a concern**
- 5. Attendance monitoring**
- 6. Designated Safeguarding Lead**
- 7. Supporting children in school**
- 8. Online safety in schools**
- 9. Supporting children, not in school**
- 10. Children and online safety away from school**
- 11. Working with parents and carers**
- 12. Peer on Peer Abuse**
- 13. Mental health**
- 14. Safeguarding Training and induction**
- 15. Safer recruitment/volunteers and the movement of staff**
- 16. Monitoring arrangement**
- 17. Links with other policies**

1. Context

This addendum applies from Autumn 2020 and reflects updated advice from our 3 local safeguarding partners The Brent Council, Commissioning Group (CCG), The Metropolitan Police (MPS and Brent Council).

It sets out changes to our normal child protection policy in light of coronavirus and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply

This addendum is subject to change, in response to any new or updated guidance the government may publish.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education (updated September 2020).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. 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.

The Village 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's Virtual School Headteacher (VSH) Sarah Miller for looked-after and previously looked-after children.

The Village School will encourage all our pupils to attend a school, including remotely if needed.

4. Reporting a concern

Safeguarding is everyone's responsibility

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

Members of staff should email the concerns to the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received.

The 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 continue to follow our normal procedures and alert the Headteacher immediately. The Headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Brent's Local Authority Designated Officer: **Yvonne Prince**

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 around the Headteacher should be directed to the Chair of Governors:
Sandra Kabir

If you are concerned about the child you can always call Brent Children Services' Family Front Door Number for information or advice on services for children, young people and their families.

Family Front Door: 020 8937 4300 Option 1

This number is available between 9am and 5pm, Monday to Friday

Emergency Duty Team (operates out of hours): 020 8863 5250 between 5pm and 9am

5. Attendance monitoring

We will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend or stops attending, we will:

- Follow up on their absence with their parents or carers, by the class teacher or **Jo Morton**
- Notify their social worker, where they have one

To support the above, The Village School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a child does not take up their place at school or discontinues, The Village School will notify appropriate services including social workers.

The attendance data for CP/ CIN and CLA will also be shared with the Local Authority using the Attendance Register for Children on plans on a weekly basis to Education Lead, at Brent Council.

6. Designated Safeguarding Lead

The Village has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: **Bola Akimbo**

The Deputy Designated Safeguarding Lead is: Jo Morton, Hermann Farrington

A DSL or deputy DSL will always be available during school hours. 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 designated member of staff will assume responsibility for coordinating safeguarding on site.

This might include liaising with the offsite DSL (or deputy) and as 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.

It is important that all our staff and volunteers have access to a trained DSL (or deputy). We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

7. Supporting children in school

The Village School is committed to ensuring the safety and wellbeing of all its pupils.

The Village School 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 Village 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.

The Village School will ensure that where we care for all pupils on-site, we ensure appropriate support is in place for them.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

8. Supporting children at home.

The Village School is committed to ensuring the safety and wellbeing of all its children and students.

We will be contacting all our pupils and families. Our plan includes:

- Sharing with parents outcomes which are linked to children's EHCP goals.
- Weekly contact with families via phone or google meet.
- Weekly lessons via google meet(individually or in a group).
- Making video recordings of lessons taught on-site and offering them online so that they can still access the lesson in their own time.
- Sending high-quality resources enabling remote education in line with the school curriculum sequence and linked to online lessons.
- Provide a selection of the online resources for different types of learners in order to allow interaction, assessment and feedback.
- Provide training for parents and teachers, making sure they can use it.
- Regular contact with the school therapy team to design or adapt interventions that parents can deliver at home.

This plan must be reviewed regularly (and where concerns arise, the DSL will consider any referrals as appropriate).

The Village School 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/carers.

Staff will look out for signs like:

- Not logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Teachers at our school need to be aware of this in setting expectations of pupils' work where they are at home.

9. Online safety in school

The Village School 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.

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

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

- 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 plain.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by The Village School to communicate with pupils and use their school email address. Staff should not share their private email or phone numbers with parents
- Staff should record, time, date and attendance of any sessions held and what was discussed with parents. They should also record if they saw the child and if they have any safeguarding concerns.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 4 of this addendum.

All staff at The Village School will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

11. Working with parents and carers

During the regular contact with parents and carers staff should be used to reinforce the importance of children being safe online.

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Know where else they can go for support to keep their children safe online

The Village 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 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.

12. Peer-on-peer abuse

The Village school will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

13. Mental health

Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Here at The Village School, the Counselling Psychotherapies Team supports the emotional, social and mental health needs of children and adolescents with complex physical disabilities and learning disability.

Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 4 of this addendum .

14. Safeguarding training and induction

All DSL training has been suspended by the MULTI AGENCY SAFEGUARDING CHILDREN ARRANGEMENTS IN BRENT and it 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 has had safeguarding training and has 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 our School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another educational provision or children's workforce setting to our school, we will always consider 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if a Brent school), confirmation of local processes and confirmation of DSL arrangements.

15. 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 Village School 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.

Where our school is 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 Village School 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, in line with advice from the LADO where appropriate.

The Village School 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 Village School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. The Senior Leaders will make the risk assessment.

We will also use the DBS Update Service, where these staff are signed up to it, to check for any new information.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as required by Senior Leaders of The Village School and it will be approved by the full governing board.

18. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- ICT policy
- Social media policy
- Health and safety policy
- Online safety policy

Other useful links

More information for support for parents and carers to keep their children safe online

- London Grid for Learning - <https://www.lgfl.net/online-safety/default.aspx>
- Internet matters – https://www.internetmatters.org/?gclid=EAlalQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEglJ5vD_BwE
- For support for parents and careers from the NSPCC - <https://www.net-aware.org.uk/>