

ADDENDUM to Child Protection and Safeguarding Policy April 2020

COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Lakeside School

Context

From Friday 20th March 2020, parents were asked to keep their children at home, wherever possible, and for Lakeside School to remain open only for those children of workers critical to the COVID- 19 response - who absolutely need to attend.

Lakeside and all childcare providers were asked 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 addendum of the Lakeside Safeguarding, and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

- Context
- Vulnerable children
- Attendance monitoring
- Designated Safeguarding Lead
- Reporting a concern
- Safeguarding Training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety in Lakeside
- Children and online safety away from Lakeside
- Supporting children not in Lakeside School
- Supporting children in Lakeside School
- Peer on Peer Abuse

Role	Name	Email
DSL	Toby Sim	T.sim@lakeside.hants.sch.uk
Deputy DSL/School Social Worker	Shannon Tremaine	Shannon.tremaine@lakeside-School.co.uk
Deputy DSL	Mike Williamson	Mike.Williamson@lakeside-school.co.uk
School Social Worker/Mental Health Lead	Jen Simpson	Jen.Simpson@lakeside-school.co.uk
Headteacher	Gareth Evans	G.evans@lakeside.hants.sch.uk
Chair of Governors	Diane Chamberlain	C/O AdminOffice@lakeside.hants.sch.uk
Safeguarding governor	Kirsty Hayes	

Vulnerable children

Vulnerable children include those who have a social worker and those children 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 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, 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 EHC plans can safely remain at home.

Eligibility for free school meals (FSM) in itself should not be the determining factor in assessing vulnerability.

The school's safeguarding team 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.

Lakeside 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.

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, Lakeside School will explore the reasons for this directly with the parent and the social worker.

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. Staff at Lakeside and social workers will agree with parents/carers whether children in need should be attending school. The school social worker will then follow up on any pupil that they were expecting to attend, who does not.

In all circumstances where a vulnerable child does not take up their place at Lakeside, or discontinues, the school social worker will notify their social worker.

Designated Safeguarding Lead Team

Lakeside has one Designated Safeguarding Leads (DSL) and two Deputy DSLs. The Designated Safeguarding Lead is: **Toby Sim**. The Deputy Designated Safeguarding Leads are **Shannon Tremaine** and **Mike Williamson**.

The optimal scenario is to have a member of the DSL team available on site. Where this is not the case, a member of the DSL team will be available to be contacted via phone or online video - for example when working from home. Where a member of the DSL team is not on site, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, MyConcern and 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 Lakeside School.

It is important that all Lakeside School's staff and volunteers have access to a trained DSL (or the Deputy). Staff at Lakeside School are all aware who the DSL team are and will know who and how to contact them. The school social workers will continue to engage with social workers, and work with a range of agencies which support our pupils and families, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in Lakeside School's Child Protection Policy; this includes making a report via My Concern, which can be done remotely if necessary.

In the unlikely event that a member of staff cannot access their My Concern account from home, they should email the concern to the Designated Safeguarding Lead/Headteacher and/or the Deputy Designated Safeguarding Lead. This will ensure that the concern is received. Staff should follow up with a phone call to the school. 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 Lakeside, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from the school building, 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: Dianne Chamberlain, who will continue to offer support in the process of managing allegations.

Safeguarding training and induction

DSL training 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 Lakeside School staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSLs 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 Lakeside School, they will continue to be provided with a safeguarding induction.

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

Upon arrival, they will be given a copy of the School's Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

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, Lakeside 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 Lakeside School 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.

Lakeside 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.

Lakeside 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 the Headteacher is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the single central record (SCR) will be kept up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in Lakeside School

Lakeside School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in school, appropriate supervision will be in place.

Pupils and online safety away from Lakeside School.

It is important that all staff who interact with pupils and their families via the phone, 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.

Pupils not in school are expected to engage with learning through the SAM Learning online package. Extra online safety advice has been provided to pupils and parents/carers through our website.

Supporting pupils not in school

Lakeside School is committed to ensuring the safety and wellbeing of all its children and young people. Where a DSL/Deputy DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral type support in Lakeside School, they will ensure that a robust communication plan is in place for that child or young person. All records of contact made will be recorded on the pupil's MyConcern chronology. The communication plans can include; remote contact, phone contact, doorstep visits and contact with other agencies including sibling's schools and social workers. Other individualised contact methods should be considered and recorded.

Lakeside School and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. Lakeside School will share safeguarding messages on its website and in its' regular newsletters and/or emails. Lakeside 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. Teachers at Lakeside School need to be aware of this in setting expectations of pupils' work whilst they are at home.

All parents/carers of pupils at Lakeside School will be contacted at least once a week by the tutor. Further contact may be made by the school social workers, live-learning co-ordinator, literacy lead and admin staff as necessary. All contact will be recorded in a central 'pupil contact record' maintained by the school social workers.

Supermarket vouchers and food parcels will be offered to all families eligible for Free School Meals.

Supporting children in school

Lakeside 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 child and recorded on MyConcern if necessary. Lakeside School is committed to ensuring the safety and wellbeing of all its children.

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

Lakeside 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.

Where Lakeside School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed with the Local Authority.

Peer on Peer Abuse

Lakeside School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where the DSL receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE (2019) 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 recorded on CPOMS and appropriate referrals made.