

COVID-19 school closure arrangements for



Safeguarding and Child Protection at Copleston High School

Addendum – Response to Covid-19 Pandemic

**To be reviewed at the beginning of each
calendar month**

**Policy owner:
Henry Palmer
DSL**

**Date:
08/03/21**

**Date shared with staff:
08/03/21**

1. Context

From 8th March all parents were asked to send their children to school unless they were categorized as extremely clinically vulnerable.

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This addendum of the Copleston High School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Henry Palmer	07714559484	hpalmer@copleston.suffolk.sch.uk
Deputy Designated Safeguarding Lead	Helena Bradshaw Michelle Crofton-Sleigh		hbradshaw@copleston.suffolk.sch.uk mcrofton-sleigh@copleston.suffolk.sch.uk
Principal	A Green		agreen@copleston.suffolk.sch.uk
Trust Safeguarding Manager	David East	07540601039	deast@copleston.suffolk.sch.uk deast@gcetrust.org.uk
Chair of Governors	Bill Robinson		Brobinson@gcetrust.org.uk
Safeguarding Governor	Sarah Anderson		Sanderson@copleston.suffolk.sch.uk

All safeguarding concerns must be logged using MyConcern.

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 by the SENCO in consultation with the Local Authority 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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

Copleston High 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. The lead person for this will be: Henry Palmer

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 Copleston High School will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID19, Copleston High School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Unless there is a medical certification, the student should attend school.

Copleston High School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Copleston High School will follow the attendance guideline issued by the DFE on 8th March 2021. All children are expected in school unless they are medical certified as extremely clinically vulnerable

Designated Safeguarding Lead

Copleston High School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Henry Palmer

The Deputy Designated Safeguarding Lead(s) is: Helena Bradshaw, Michelle Crofton-Sleigh

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or email - 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. All staff supervising students onsite will be issued with a clear safeguarding guidance to keep staff and students safe

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 Copleston High School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, 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 the school Safeguarding Policy, this includes making a report via MyConcern

In the unlikely event that a member of staff cannot access their DSL from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay using MyConcern.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Principal Andy Green using;
agreen@copleston.suffolk.sch.uk

In the event of the Principal being unavailable due to illness, this should be addressed David East using
deast@copleston.suffolk.sch.uk

Concerns around the Principal should be directed to the Chair of Governors: Mr Bill Robinson using
Brobinson@gcetrust.org.uk

Copleston High School 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 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, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Copleston High 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

For movement within the Trust, schools should seek assurance from the GCET HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements as well as the daily protocol for working with the students.

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, Copleston High 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 Copleston High 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.

Copleston High 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.

Copleston High 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, Copleston High School 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

Copleston High School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Email etiquette – All emails between students and staff must be sent via the school email system. Staff are reminded that all emails must be professional at all times. All staff must show due caution when sending and receiving emails, and are advised to use the Bcc field. This will prevent unnecessary private supportive comments specific to a student being inadvertently shared with all students. Instructions on how to set up the Bcc option can be found at the end of this Addendum in Appendix 1

Where students 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 Copleston code of conduct

Copleston High School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. As part of the online offer from 6th January 2021 using Microsoft Teams, the following protocols must be adhered to

Use of Face to face lessons on Microsoft Teams when required

- The lessons must only take place on Copleston Teams; using the student and staff school email addresses accounts.
- Lessons should be to the whole class. No 1;1 contact should be made.
- The staff member will start and end the lesson at the time published on the timetable only. Any follow up questions from the student must be submitted via email.
- All students will be muted by the teacher at the start of the lesson and students should only unmute themselves when contributing to lessons, which should be directed by the teacher.
- Video is optional for both staff and students. However, care must be taken as to where the lesson occurs. Students must blur the background where possible - a function available on Teams for users depending on their computer specifications.
- Staff are expected to keep a log of everything - what, when, with whom and anything that went wrong
- All sessions must be recorded by the teacher **for safeguarding purposes.**
- Please dress and talk appropriately.
- Teachers must use language that is professional and appropriate, this includes any family members in the background.

Report any safeguarding incidents or potential concerns via MyConcern

Call: 07714559484 if further guidance is needed

Supporting children not in school

Copleston High School 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-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded with the DSL, as should a record of the contact made for future reference

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Copleston High School and its DSL 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.

The school will share safeguarding messages on its website and social media pages.

Copleston High 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 Copleston High School need to be aware of this in setting expectations of pupils' work where they are at home.

Copleston High 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 with the DSL.

Supporting children in school

Copleston High School is committed to ensuring the safety and wellbeing of all its students.

Copleston High School will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Copleston High 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.

Copleston High 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 with the DSL

Where Copleston High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the GCET Safeguarding Lead David East

Peer on Peer Abuse

Copleston High 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 academies Safeguarding 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 with the DSL and appropriate referrals made.

Support from GCET

The Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files, making Safeguarding referrals for the purpose of quality assurance, support, guidance and direction. Safeguarding staff are reminded of the confidentiality of this information whilst working remotely

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

Appendix 1

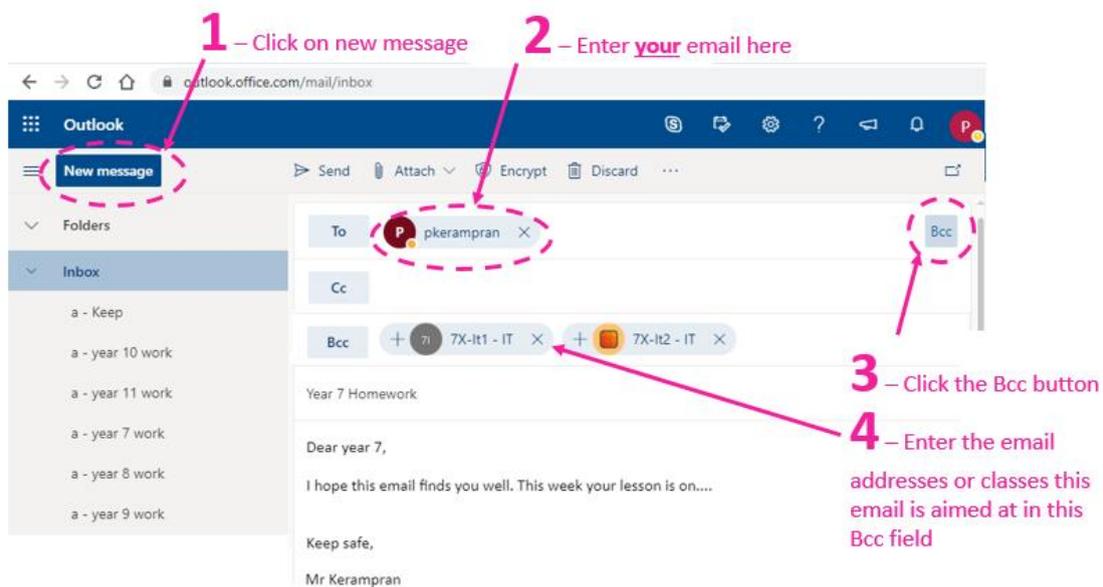
Using the Bcc field in Outlook

Why does it matter?

When sending an email to a group of students, you must use the Bcc field (Blind Carbon Copy). If you do not do this, there is strong chance that when students reply back to your email they will click the reply all button often not realising that their message who is aimed at you, **will be seen by all students**. Other students/parents may then see private communication and work done by other students. **This is hence a safeguarding issue.**

How to use the Bcc field in outlook, web version.

If you are using the outlook web app (accessing your emails via your web browser) then you will need to complete the following three steps:



How to use the Bcc field in outlook, windows version.

If you are using the windows Outlook app, complete the following 3 steps:

