

Additional guidance: COVID 19 Keeping Children Safe at Wallisdean Federation

As we face the challenges of this unprecedented time, it is important we continue to work together to support families and safeguard children. This additional guidance is to ensure that all students are safeguarded during this time. This is additional and supplementary guidance to support already existing safeguarding procedures as laid out in KCSIE 2019.

The way the school operates will be fundamentally different to business as usual, however, a number of important safeguarding principles will remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in the school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL/Safeguarding team should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

To have secure safeguarding measures in place all students at Wallisdean Federation will have a RAG rating (RED = High Risk, AMBER = Medium Risk, GREEN = No current risk), based on welfare and safeguarding needs. This document is essential in the smooth running of procedure and policy throughout this difficult time. It will identify vulnerable children e.g. those students who are in care, have an EHCP, are subject to existing welfare plan (Child Protection / Child in Need), those with social workers and those who we monitor internally as part of our Safeguarding Monitoring List.

Safeguarding measure for those students accessing learning on school site

Staff on site to take registers throughout the school day. The admin team to ensure these are shared to DFE and Hampshire. Admin Team to review and ensure welfare calls are made as appropriate.

A plan of staffing needs to be shared with all in establishment to take into account the need and the levels of staffing required as well as to have balance of DSLs, First Aid provision and Fire Marshalls (All TAs/LSAs are fire Marshalls) on site. This will need to be monitored regularly to address staffing changes etc.

The school will maintain high levels of site security. With reduced staff and students on site, students will access the site through the Infant entrance. All staff must sign in and out at the front of the Infant school as they enter and leave site. The reduction of accessible buildings and facilities will reduce area of school in use to safeguard those small numbers of children more safely.

Safeguarding measure for those children accessing learning remotely

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.

All vulnerable children will be contacted on a weekly basis by DHT (Juniors) and EHT/Admin Officer (Infants).

To protect children, the school will only recommend approved websites and activities relevant to ability and age of the children. Staff and children will utilise school professional IT provision to set, receive and communicate with children. Children and

Parents will be informed of the appropriate expectations for parents and how to contact the safeguarding team if it is required.

Admin Officer will review attendance by feedback from teachers reviewing engagement with online work. This is to double check student's health and wellbeing. Any child not engaging calls to be made to check welfare. Any child deemed At Risk to be added to spreadsheet.

Safeguarding students working between venue and other sites

Where schools work collaboratively to provide a provision for some learners and/or staff from multiple settings in one place, it is imperative that the necessary safeguarding principles continue to apply.

The hub school should continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required.

1. Wallisdean Federation will require all schools involved to sign a declaration that all staff they provide for the 'hub schooling' have been DBS checked. This document must be signed by DSL or Head Teacher.
2. Registers of daily attendance should be forwarded to the Attendance Officer for a comprehensive overview of where students are accessing learning.
3. Access to available DSL contacts across the network to share information.
4. Where there are concerns about a member of staff these should be addressed by the hub school, but if involving Wallisdean children/staff the DSL should be informed.

Where Wallisdean children attend another site the following needs to be considered

- For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them.
- Staff at hub school should have access to the child's EHC plan, Child in Need Plan, Child Protection Plan or, for Looked-After Children, their Personal Education Plan and know who the child's Social Worker (and, for Looked-After Children, who the responsible VSH is).

The **Safeguarding Lead** will be responsible for any exchanges of information relating to CP, CIN and welfare.

The **SEN Co-ordinator** will be responsible for any exchanges of information relating SEND provision details and EHC plans.

The **LAC Co-ordinator** will be responsible for any exchanges of information relating PEPs.

Whilst schools must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

Child Protection Policy

We will review our practices / policy to best meet this changing situation. This will be reviewed in line with government guidance and local safeguarding advice.

Staff to be mindful of the following whilst children are not in school and in lock-down:

- Domestic Abuse (predicted increase and exposure during isolation)
- Neglect and Abuse (increase where it already exists)
- Criminal/Sexual Exploitation (including online)
- Crime & Anti-Social Behaviour (involved/victim of)
- Online bullying, grooming and cyber risks (increase in screen time)

We also need to recognise that social distancing/disconnection and lock-down isolation could have a significant effect on young people's mental health and well-being, and/or that of other family members, which could also impact on them.

Safeguarding Team (DSLs)

Where feasibly possible a member of the safeguarding team who has received DSL training will be on site, where this is not possible, they will be available remotely via email or phone. However, to support good safeguarding procedures a member of Senior Leadership Team will be on site at all times, when children are accessing the site. They will be required to liaise with the safeguarding team to pass on any relevant information as it occurs. A member of leadership will also remain on site until the WOW After School Club has finished.

Concerns for the Safety and Welfare of a Child

If any member of staff is concerned about a child and there is no DSL available (or the DSL is concerned) he or she must inform the safeguarding team IMMEDIATELY (all Staff to ensure they have this confidential contact information to hand).

In the event that contact with the team cannot be made, staff are expected to refer directly to Children's Social Care (and the Police if appropriate) **if there is the potential for immediate significant harm.**

Phone 0300 555 1384

Out of hours: 0300 555 1373

If you know a child to be immediate risk of danger call 999

In the event of a child being referred to the team, the child's name should be reviewed in light of their RAG rating, and where appropriate changed/added.

Vulnerable children

These students will be identified on the school's RAG rating welfare and safeguarding list. It will identify vulnerable children eg those children who are in care, have an EHCP, are subject to existing welfare plan (Child Protection / Child in Need), those with Social Workers and those who we monitor internally as part of our Safeguarding Monitoring List.

The list will be accessible by all admin and safeguarding team and will contain relevant information on needs/concerns with named Social Worker and contact details included. It will also identify any specific provisions in place and parental/carers contact numbers. The WJS DHT will manage the Junior School list, the EHT/WIS AO will manage the Infant School list and the Pre-School Manager will manage the Pre-School list.

Aim is that they will touch base with children identified on their caseload twice a week if Red RAG or weekly if AMBER RAG. Record of these conversations to be recorded on spreadsheet. Any concerns forward to EHT or/and Social Care.

Social Workers will be contacted regularly by school's caseworker with an update of where the child is receiving education and how they are engaging either in school or with online provision.

For those children in care, the school will also liaise with the Virtual School to ensure a productive education is being undertaken. WJS DHT – Juniors, WIS DHT – Infants.

Attendance

Schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

However, the school

- and Social Workers should be agreeing with families whether children in need should be attending education provision and the school should then follow up on any child that they were expecting to attend, who does not.
- should also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, the school should notify their Social Worker.

The Admin Officer has the responsibility to collate information for the DfE attendance upload for children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the Department on the number of children taking up places.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Teachers should be aware of this in setting expectations of children's work where they are at home. Support for children, particularly those receiving counselling, will be continued via phone calls from the school and via more informal support from the Parent Support Worker.

Safer recruitment/volunteers and movement of staff

Normal school processes and procedures should be followed. This includes any new staff joining the schools during this period.

Peer on Peer Abuse

Wallisdean Federation 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 on CPOMS and followed up in a call to the EHT and appropriate referrals made.