

Rutlish School



Safeguarding and Child Protection Policy

Coronavirus Addendum

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|---|--------------------------|
| Committee ownership for this policy: F&P, Curr, Incl, Prem, RR6, FGB | Inclusion |
| Must be approved by FGB: Y / N | Y |
| Required by: | Statutory |
| Frequency of review: | Extra-ordinary |
| Date last reviewed: | June 2020 |
| Date of next review: | With safeguarding policy |
| Display on website: Y / N | Y |
| Responsible | Deputy Headteacher |
| This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate. | |

Rutlish School Safeguarding and Child Protection Policy - Coronavirus Addendum

1. Context

This addendum applies during the period of phased return following school partial closure due to COVID-19 and replaces all previous versions.

Unless covered here, our normal Safeguarding and Child Protection Policy continues to apply and we still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education.

We will continue to prioritise and to work with parents/carers, Local Authorities and agencies in order to support those who are most in need at this difficult time.

This addendum of our Safeguarding, and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Key Contact
3. Vulnerable Children
4. Attendance Monitoring
5. Designated Safeguarding Lead
6. Reporting a Concern
7. Safeguarding Training and Induction
8. Safer Recruitment / Volunteers and Movement of Staff
9. Online Safety
10. Supporting Students not in School
11. Supporting Students returning to School
12. Supporting Students in School
13. Students attending other Settings
14. Peer on Peer Abuse
15. Keeping Records of who's on Site

2. Key Contacts within Rutlish School

| | Name | E-mail |
|---|---------------------|-------------------------------------|
| Headteacher | Laura Howarth | Laura.howarth@rutlish.merton.sch.uk |
| Deputy Headteacher | Kevin Curran | Kevin.curran@rutlish.merton.sch.uk |
| Deputy Headteacher | Heather Ford | Heather.ford@rutlish.merton.sch.uk |
| Designated Safeguarding Lead | Heather Ford | Safeguarding@rutlish.merton.sch.uk |
| Deputy Designated Safeguarding Lead | Deborah Wildman | Safeguarding@rutlish.merton.sch.uk |
| Additional Safeguarding Person | Kevin Curran | Safeguarding@rutlish.merton.sch.uk |
| Additional Safeguarding Person | Estelle Tiberti | Safeguarding@rutlish.merton.sch.uk |
| Additional Safeguarding Person | Jolande Botha-Smith | Safeguarding@rutlish.merton.sch.uk |
| Designated Person Recruitment | Lisa Dawson | Lisa.dawson@rutlish.merton.sch.uk |
| Prevent (anti-radicalisation) Point of Contacts | Heather Ford | Safeguarding@rutlish.merton.sch.uk |
| | Deborah Wildman | Safeguarding@rutlish.merton.sch.uk |
| Online Safety Lead | Kevin Curran | Safeguarding@rutlish.merton.sch.uk |
| Designated Looked After Children Lead | Heather Ford | Safeguarding@rutlish.merton.sch.uk |
| Named Child Protection Governor | Graham Mills | Grahamw.mills@btinternet.com |

Key Contacts within Merton

| | Name | Telephone | E-mail |
|--------------------------------------|---------------------|--------------------|------------------------------|
| Multi-Agency Safeguarding Hub (MASH) | Screening Officer | 020 8545 4226/4227 | Mash@merton.gov.uk |
| Multi-Agency Safeguarding Hub (MASH) | Education Navigator | 020 8545 3213 | Mash@merton.gov.uk |
| Children's Emergency Duty Team | Duty Person | 020 8770 5000 | Mash@merton.gov.uk |
| LADO | John Shelley | | lado@merton.gov.uk |
| Data Protection Officer | Derek Crabtree | | derek.crabtree@merton.gov.uk |

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3. Vulnerable Children

Vulnerable student's attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the student or their household, and/or following a risk assessment for students with an EHCP), so that they can gain the educational and well-being benefits of attending.

The Department for Education's definition of 'vulnerable children' includes those who:

Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

Vulnerable students who have a social worker are expected to attend unless the student/household is shielding or clinically vulnerable. We will continue to inform and work with Social Workers where students (with a social worker) do not attend.

Vulnerable students who have an EHCP, attendance is expected where it is determined, following risk assessment, that their needs can be safely or more safely met in school.

4. Attendance Monitoring

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

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

- Follow up on their absence with their parents or carers.
- Notify their social worker, where they have one.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

5. Designated Safeguarding Lead

The Designated Safeguarding Lead is: Ms Heather Ford, Deputy Headteacher

The Deputy Designated Safeguarding Lead is: Mrs Deborah Wildman, Head of Inclusion

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 online - 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.

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This might include liaising with MASH/social workers where they require access to information and/or to carry out statutory assessments at the school.

It is important that all school staff and any volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

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

6. Reporting a Concern

Where staff have a concern about a student, they should complete a safeguarding referral form and e-mail to Safeguarding@rutlish.merton.sch.uk. This account will be monitored by the Safeguarding and SLT teams.

It is important that as much information as possible is provided in the first instance on the form and that staff are succinct and use bullet points where possible.

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

Where staff are concerned about an adult working with students in the school, they should use the safeguarding form to report the concern to the Headteacher.

The Headteacher, on receipt of an allegation against a member of staff, will contact the Local Authority LADO.

Concerns around the Headteacher should be directed to the Chair of Governors.

7. 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.

Heads of Year and Deputy Heads of Year have been allocated the iHASCO online DSL training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will 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 the 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 Rutlish Safeguarding and Child Protection Policy, confirmation of processes and confirmation of DSL arrangements.

8. 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, we will continue to follow the relevant safer recruitment processes including, as appropriate, the relevant sections in part 3 of Keeping Children Safe in Education (2019).

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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.

If we were to utilise volunteers, we would continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE (2019). Under no circumstances would a volunteer who has not been checked, be left unsupervised or allowed to work in regulated activity.

We 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 (2019).

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE (2019) 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 we are 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, Rutlish School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

9. Online Safety

Rutlish 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.

It is important that all staff who interact with students, including online, continue to look out for signs a student may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to MASH and as required, the police.

Online teaching should follow the same principles as set out in online protocols, our Staff Code of Conduct and Acceptable Use Policies.

We 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 if delivering virtual videos/lessons:

- Staff must wear suitable clothing
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- Videos/lessons should be kept to a reasonable length of time
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use recommended platforms to communicate with students

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 students 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

10. Supporting Students not in School

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

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Where Pastoral teams have identified a student 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 student.

Details of this plan must be recorded on SIMS. The plan/risk assessment may include; remote contact, phone contact, in exceptional cases -door-step visits. Other individualised contact methods can be considered and recorded.

The pastoral teams 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 (& deputy) will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

We fully recognise that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers need to be aware of this in setting expectations of students' work where they are at home.

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

We will also 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 be-spoke to each student and recorded on SIMS.

11. Supporting Students returning to School

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

12. Supporting Students in School

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

We will continue to be a safe space for identified students 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.

We 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.

We 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.

13. Students attending other Settings

Where students are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the student is considered vulnerable and any arrangements in place to support them
- The student's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the student's social worker
- Details of the Virtual School Head

Where the DSL, deputy or SENCO can't share this information, the Senior Leader(s) identified will do this.

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We will share this information before the student arrives as far as is possible, and otherwise as soon as possible afterwards.

14. Peer on Peer Abuse

Rutlish School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

If we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and of those outlined within the Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on SIMS and appropriate referrals made.

15. Keeping Records of who is on Site

We will keep a record of which staff, students and volunteers are on site each day, and ensure that appropriate checks have been carried out for them.

This policy will be reviewed as DfE guidance is updated.