

# Rutlish School



## Safeguarding and Child Protection Policy

### Coronavirus Addendum

<b>Committee ownership for this policy:</b> F&P, Curr, Incl, Prem, RR6, FGB	Inclusion
<b>Must be approved by FGB:</b> Y / N	Y
<b>Required by:</b>	Statutory
<b>Frequency of review:</b>	Extra-ordinary
<b>Date last reviewed:</b>	March 2020
<b>Date of next review:</b>	With safeguarding policy
<b>Display on website:</b> Y / N	Y
<b>Responsible</b>	Deputy Headteacher
<b>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.</b>	

## 1. Context

From the 20th March 2020 parents/carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children who are vulnerable, and for children of workers critical to the COVID-19 response and cannot be safely cared for at home.

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 in School
12. Peer on Peer Abuse

## 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

### **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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents/carers, 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 and Pastoral Teams know who our most vulnerable students are. They have the flexibility to offer a place to those on the edge of receiving children's social care support or whose families are in a fragile position.

We will continue to work with and support Local Authorities, agencies and social workers to help protect our vulnerable children. This includes working with Virtual Schools for looked-after and previously looked-after children. The lead person for this will be Mrs D Wildman, Head of Inclusion.

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/carer does not want to bring their son to an education setting, and their son is considered vulnerable, the social worker and Rutlish School will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of their son contracting COVID19, we will or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend school, including remotely if needed, providing it is safe to do so.

### **4. 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.

Rutlish School and the relevant social worker will agree with parents/carers whether vulnerable students should be attending school – we will then follow up on any student that we were expecting to attend and who does not. We will also follow up with any parent/carer who requested school care for their son(s) and then subsequently does not attend.

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

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

### **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.

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](mailto: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.

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).

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](mailto: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 the Staff Code of Conduct.

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

## **10. Supporting Students not in School**

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

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 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 bespoke to each student and recorded on SIMS.

## **11. 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.

## **12. 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.