

Kernow Learning

COVID-19 school closure arrangements for Safeguarding and Child Protection

Trust Name: Kernow Learning

Policy owner: Kernow Learning

Date: April 2020

Date shared with staff:

Context

From 23rd March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response, who absolutely need to attend.

Schools and all childcare providers were also asked to provide essential childcare 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 to the Kernow Learning Safeguarding, and Child Protection policy contains details of our safeguarding arrangements during this period of school closure. As of 30th March 2020, our schools will be grouped, reducing our number of open sites. We have taken this decision so that we can better manage and minimise the number of Kernow Learning staff who need to leave their homes in line with the government directive, whilst still providing essential childcare. This also allows us to focus the resources of our cleaning teams, who are themselves experiencing reduced staffing levels, to ensure that the cleaning of the 'open site' schools is at the required standard.

Key School contacts

* 'Open Site' School DSL Leads whilst schools are grouped

School	Name	Contact number	Email
Beacon *	Kim Alway Kaye Haywood	01208 72773 07912580661	kalway@kernowlearning.co.uk khaywood@kernowlearning.co.uk
Charlestown*	Mark Clutsom	01726 812831/ 07745729819	mclutsom@kernowlearning.co.uk
Constantine	Caroline Gilbert	01326 314070	cgilbert@kernowlearning.co.uk
Falmouth*	Claire Smith / Melanie Brown	01326 314070	csmith@kernowlearning.co.uk mbrown@kernowlearning.co.uk
Foxhole	Matt Oakley	01726 812831 07970133374	moakley@kernowlearning.co.uk
Leedstown	Nicola Neale	01326 314070	Head.leedstown@tlat.org.uk
Mabe	Julie Jenkin	07541865788 01326 314070	head.mabe@tlat.org.uk
St Agnes *	Jess Mills	01872 552648	jmills@kernowlearning.co.uk

St C Major	Tracey Milsom	07309159511 01637 873958	tmilsom@kernowlearning.co.uk
St C Minor*	Kyja King	01637 873958	kking@kernowlearning.co.uk
St Kew	Rachel Murray	01637 873958	rmurray@kernowlearning.co.uk
St Merryn	Alison Brook	01637 873958	abrook@kernowlearning.co.uk
St Newlyn East	Hollie Bearne	01637 874532	hbearne@kernowlearning.co.uk
The Bishops	Adam Richards	01637 874532	arichards@kernowlearning.co.uk
Trenance*	Emma French	01637 874532	emma.french@tlat.org.uk
Trevisker	Collene Thorpe	01637 873958	collene.thorpe@tlat.org.uk
Upton Cross	Emily Goodey	07496541309 01208 72773	egoodey@kernowlearning.co.uk
Strategic Trust Safeguarding Lead	Jennie Walker	07885102717	ceo@kernowlearning.co.uk
Safeguarding Executive Lead	Emma French	07503124593	emma.french@tlat.org.uk
Trust Safeguarding Deputy (E safety)	Mark Clutsom	07745729819	mclutsom@kernowlearning.co.uk
Chair of Trustees	Kay Crosse	c/o 01637303106 (option 4) to leave a message	Via asoltys@kernowlearning.co.uk Clerk to Trustees
Safeguarding Trustee	Tanya Ovenden Hope	c/o 01637303106 (option 4) to leave a message	Via asoltys@kernowlearning.co.uk Clerk to Trustees
Whistleblowing	Clare Ridehalgh	07799502406	cridehalgh@kernowlearning.co.uk

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, 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, in and of itself, should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Leads (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.

All Kernow Learning schools 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 Kernow Learning lead person for this will be: Emma French

There is an expectation that vulnerable children who have a Social Worker, Child Protection plan, Child in Need plan or who are 'In Care' can have access to school during the closure period. This does not necessarily mean full time.

Clear and agreed arrangements should be made with the Social Worker and any other professionals involved to maintain existing networks of support for these children.

Weekly communication with the Lead Professional should take place and mutually agree a provision for the week ahead. This provision should be based on a hierarchy of vulnerability, staff ratio, known staff in attendance and parent/carers ability to attend.

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

All Kernow Learning schools will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

Schools and social workers will agree with parents/carers whether children in need should be attending an 'open site' school. The DSL/DDSL from the child's own school will then follow up on any pupil that they were expecting to attend, who does not. This DSL/DDSL will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

To support the above, the child's own school will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at essential childcare provision at an 'open site' school, or discontinues, the DSL/DDSL of the child's own school, will notify their social worker.

Designated Safeguarding Lead Responsibilities

Every school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is named in the school's child protection policy.

The Deputy Designated Safeguarding Lead is named in the school's child protection policy.

The optimal scenario is to have a trained DSL (or deputy) available on site at our 'open site' schools. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video, 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 updating the Covid-19 safeguarding contact record keeping sheet, managing access to My Concern (where relevant) 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 the school.

It is important that all school staff and 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 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 My Concern or via the school's usual safeguarding reporting procedure.

Staff should remember that they must report any concerns in the same way as they would if the school were open. In the event that a member of staff cannot access the relevant reporting system from home, they should email the Designated Safeguarding Lead, and Headteacher, through an encrypted email. This will ensure that the concern is received.

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 the school, they should report the concern to the Headteacher of the 'open site' school. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an encrypted email to the 'open site' Headteacher and their own Headteacher.

Concerns around a Headteacher should be directed to the Trust Safeguarding Lead / CEO:
Jennie Walker.

Concerns around the Trust Safeguarding Lead should be directed to the Chair of Trustees:
Kay Crosse.

Kernow Learning in partnership with LADO will continue to offer support in the process of managing any such 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 a Kernow Learning school, they will continue to be provided with a safeguarding induction, including two on line training packages.

If staff are deployed from another education or children's workforce setting to a Kernow Learning 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, staff from outside of Kernow Learning will be given a copy of Kernow Learning's Child Protection Policy, a visitor's pack and confirmation of local processes and DSL arrangements.

For movement within the trust the 'Open site' Coordinator should seek assurance from the relevant Headteacher, that their member of staff has received appropriate safeguarding training.

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, Kernow Learning schools will continue to follow the

relevant safer recruitment processes, 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 a Kernow Learning school is 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.

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.

We 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Kernow Learning schools will continue to keep their single central records (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in school

Kernow Learning schools will continue to provide a safe environment, including online. This includes the use of online filtering systems.

Where pupils are using computers in school, appropriate supervision will be in place.

Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs that 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 Kernow Learning's 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 when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.

- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided or agreed by Kernow Learning to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

The Department for Education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology.

Recently published guidance from the UK Safer Internet Centre on safe remote learning and from the South West Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or activities and plan them.

Parents should be guided to resources available from <https://www.saferinternet.org.uk/> (a partnership of 3 leading organisations: Childnet International, Internet Watch Foundation and SWGfL, with one mission; to promote the safe and responsible use of technology for young people.)

Mental Wellbeing

Staff must monitor their own, their family and pupil's mental wellbeing. Every Mind Matters have developed specific resources and information to support your mental wellbeing during the coronavirus outbreak. The resources are free to access and are approved by the NHS, and offer simple steps to take care of our mental wellbeing whilst we are in lockdown at home. Schools should ensure this information is shared on Social Media Platforms and during discussions with families. <https://www.nhs.uk/oneyou/every-mind-matters/>

Supporting children not in school

Kernow Learning is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a vulnerable child they should ensure that a robust communication plan is in place for that child and contact recorded on Kernow Learning's Covid - 19 safeguarding contact record keeping sheet.

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

Kernow Learning schools and their DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plans.

These plans must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSLs will consider any referrals as appropriate.

Kernow Learning schools recognise 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 Kernow Learning schools need to be aware of this in setting expectations of pupils' work when they are at home. The school will share safeguarding and E safety resources and key messages on its website and social media pages.

Supporting children in school

All Kernow Learning schools are committed to ensuring the safety and wellbeing of all its pupils. 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. This will be bespoke to each child and recorded appropriately.

All Kernow Learning Schools will continue to be a safe space for all children to attend and flourish. The Headteacher of 'open site' schools will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Kernow Learning schools 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 Kernow Learning schools have concerns about the impact of staff absence – such as of our Designated Safeguarding Lead or first aiders, this will be immediately reported to the Kernow Learning central team.

Peer on Peer Abuse

Kernow Learning schools recognise that during the closure a revised process may be required for managing any reports 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 of the trust Child Protection Policy.

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

Concerns and actions must be recorded and appropriate referrals made.

Support from the Multi-Academy Trust

The Trust Designated safeguarding leads and the central team of Kernow Learning will give support and guidance as appropriate to enable the DSLs to carry out their role effectively.

Kernow Learning will provide regular group and individual supervision sessions. This may take the form of an online meeting.