

Safeguarding and Child Protection Policy

COVID addendum

Context

From 20th 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 asked to provide care 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 of the Greenvale School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements.

Key contacts

Role	Name	Contact
Headteacher Deputy Designated Safeguarding Lead	Lynne Haines	l.haines@greenvaleschool.co.uk
Designated Safeguarding Lead	Liz Smith	e.smith@greenvaleschool.co.uk
Deputy Designated Safeguarding Lead – KS3	Lisa Robinson- Jones	l.robinson-jones@greenvaleschool.co.uk
Deputy Designated Safeguarding Lead – KS4	Aaron Collins	a.collins@greenvaleschool.co.uk
Deputy Designated Safeguarding Lead – KS5	Emily Garside	e.garside@greenvaleschool.co.uk
Deputy Designated Safeguarding Lead – Glade	Lina Avila	l.avilamunoz@greenvaleschool.co.uk
Governors Safeguarding lead	Thom Webb	t.webb@greenvaleschool.co.uk
Governors Deputy Safeguarding Lead	Jane Alltimes	
MASH		mashagency@lewisham.gov.uk
CWD		CWDS@lewisham.gov.uk
AWLD	Linda Smith	Linda.Smith@lewisham.gov.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.

All students at Greenvale school have an EHCP and therefore are classed as 'vulnerable'. However, many children and young people with EHC plans can safely remain at home. Risk-assessments have been conducted by the Senior Leadership Team (SLT) 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. Therefore, in consultation with the Local Authority Greenvale School remains open for a small number of students.

Greenvale School will continue to work with Children with Disabilities (CWD) and Adults with Learning Disabilities (AWLD) 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 children who are looked after will be Lina Avila.

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 Greenvale School will explore the reasons for this directly with the parent.

Due to the needs of students attending Greenvale School who are vulnerable and have a social worker, each individual student has had a risk assessment conducted and the majority of students are safer at home.

Where parents are concerned about the risk of the child contracting COVID19, Greenvale School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Greenvale School will encourage our vulnerable children and young people to engage in remote learning (online or via homework packs) where possible.

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. Greenvale School and social workers will agree with parents/carers whether children in need should be attending Greenvale School will then follow up on any student that they were expecting to attend, who does not. Greenvale School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. Greenvale School will complete the daily DfE attendance return, as per Local Authority guidance.

Safeguarding at Greenvale School during COVID

To support the above, Greenvale School will, when communicating with parents/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 school, or discontinues, Greenvale School will notify their social worker.

Designated Safeguarding Lead

Greenvale School has a Designated Safeguarding Lead (DSL) and 5 Deputy DSL (see key contacts p1). 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 video - for example when working from home. All senior leaders are trained as DSLs, therefore a DSL/DDSL will always be present on site,

and will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS 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 or college.

It is important that all Greenvale School staff and 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/DDSL's 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 student, they should continue to follow the process outlined in the Greenvale School Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email their Key Stage Co-ordinator (Deputy Designated Safeguarding Lead) and Designated Safeguarding Lead. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Any safeguarding concern should be raised immediately verbally to a DSL/DDSL onsite (either in person practising social distancing or via internal telephone), and then recorded onto CPOMS. As staff are now working a rota system, it is important that any staff members who raises a safeguarding concern 'tags' into CPOMS the Key Stage Coordinator (DDSL) and a DSL/DDSL onsite, as well as the key stage learning mentor and paired class teacher. This will ensure effective communication and safeguarding procedures as staff teams change.

Where staff are concerned about an adult working with children in the school, they should do so verbally (either in person practising social distancing or via internal telephone), and follow up with an email to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should also be done verbally and followed up with an email to the Headteacher. Concerns around the Headteacher should be directed to the Chair of Governors (see key contacts p1).

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 Greenvale School, they will continue to be provided with a safeguarding induction. If staff are deployed from another education or children's workforce setting to Greenvale 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 Greenvale Schools child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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, Greenvale 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 Greenvale 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.

Greenvale 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. Greenvale 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, Greenvale 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

Greenvale 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.

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 Greenvale School code of conduct. Greenvale School 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:

- Staff should display Greenvale School ID.
- An adult must be present at all times during the lesson.
- 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 where possible.
- Camera angles should be checked for appropriateness.
- All language should be kept professional
- The live class should be recorded by the teacher so that if any issues were to arise, the video can be reviewed.
- Parents/cares may record 1:1 session with the consent of the teacher.
- Parent/cares must not record any group sessions.
- 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 online platforms identified by Greenvale School to communicate with students and families (Zoom and Skype).
- Staff must use professional accounts and not personal accounts. All students must use their parents/carers accounts
- Staff/students should not make contact via online platforms outside of these lesson times.
- Staff should record, the length, time, date and attendance of any sessions held.

See additional online learning guidance and risk assessment for further information.

Supporting children not in school

Greenvale School is committed to ensuring the safety and wellbeing of all its Children and Young people. For those staying at home, a robust communication plan is in place for all students, and all records of contact must be kept on CPOMS. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Greenvale School and its DSL/DDSL's 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/DDSLs will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages.

Greenvale 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 Greenvale School need to be aware of this in setting expectations of students' work where they are at home.

Supporting children in school

Greenvale School is committed to ensuring the safety and wellbeing of all its students. Greenvale School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety. Greenvale 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.

Greenvale 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.

Where Greenvale School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders, the Headteacher will discuss these immediately with the Local Authority.

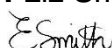
Peer on Peer Abuse

Greenvale 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 of the 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 CPOMS and appropriate referrals made.

Further info:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Written by: Liz Smith

Signed: 

Role: DSL

Date: 30th March 2020

Reviewed: Lynne Haines **Role:** Headteacher

Signed: L Haines

Date: March 2020

Reviewed: Thom Webb

Signed: T Webb

Role: Chair of Governors & link Safeguarding Governor

Date: March 2020

Review date: June 2020

Review date: September 2020

