MANOR GREEN COLLEGE

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex

School Name: Manor Green College
Date adopted: 14.4.2020
Date shared with staff: 14.4.20

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home.**

This annex of the Manor Green College Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.
This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

Contents

2. Key contacts

Role	Name	Contact number	Email
Headteacher/ Designated Safeguarding Lead	Tom Smith	07811 827981	head@mgcollege.co.uk
Deputy Designated Safeguarding Lead	Nick Pritchard	07817 382786	npritchard@mgcollege.co.uk
Deputy Designated Safeguarding Lead	Gareth Court	07908 817216	gcourt@mgcollege.co.uk
Chair of Governors	John Drury	01293 423145	jdrury@mgcollege.co.uk
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and CP during school partial closure;

Role	Name	Contact	Email
Pastoral Officer	**Ladka Harangova**	**07725 659404**	**lharangova@mgcollege.co.uk**
Partnerships Coordinator	**Debbie Johnson**	**07903421262**	**djohnson@mgcollege.co.uk**

3.   Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'*

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE
All DfE COVID-19 guidance is found here;
https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19

DfE Covid-19 safeguarding update here;
https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

Local Authority
All updates to schools are sent via the Director of Education.
http://schools.westsussex.gov.uk

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;
https://secure2.sla-online.co.uk/v3/Resources/Page/13966

4.   Capacity of DSL in our school;

All DSLs can be contacted either by phone or email. The College also has provision for telephone conferencing and video links via Zoom.

Manor Green College has the following Designated Safeguarding Leads (DSL)

Headteacher/ Designated Safeguarding Lead	Tom Smith	07811 827981	head@mgcollege.co.uk
Designated Safeguarding Lead	Nick Pritchard	07817 382786	npritchard@mgcollege.co.uk

Designated Safeguarding Lead	Gareth Court	07908 817216	gcourt@mgcollege.co.uk

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records Liaising with the offsite DSL (or deputy)

- Undertaking risk assessments for all pupils as necessary Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site

- Liaising with children's social workers where they require access to children in need carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

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.

The DSL training dates for our staff are;

Name of staff member	Type of training and date of issue	Role in school
Tom Smith	DSL refresher training – September 2018	Headteacher
Nick Pritchard	DSL qualifier training – January 2019	Deputy Headteacher
Gareth Court	DSL qualifier training – January 2019	Head of FE
Ladka Harangova	DSL qualifier training – November 2019	Pastoral Officer

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

State what your school will do when;

All new staff and volunteers at the College are subject to stringent safer recruitment procedures and the College adheres to the West Sussex model policy on Safer Recruitment. The following procedures are applied to all new staff and volunteers:

- 2 references are obtained for both employed staff and volunteers (one being from latest employer)

- Right to Work in UK checked on day of interview or first visit to College in case of a volunteer. A copy of the evidence provided is retained in file as per current guidelines

- DBS on-line process followed including the production of key documents. The applicant must have received the certificate and the College the electronic notification to confirm that the certificate contains no information

- Health questionnaire sent and must be completed prior to starting at College.

- Volunteers are never left unaccompanied with students.

- New starters receive an Induction Handbook which contains a copy of the Safeguarding/Child Protection Policy and a copy of the latest KCSIE guidance.

- All new staff receive Safeguarding and Child Protection training within 2 weeks of the start of their employment.

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

Manor Green College 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).

7. Disclosure and Barring

Manor Green College fully adheres to LA Model Safer Recruitment Policy as outlined here;

https://secure2.sla-online.co.uk/v3/Resources/Page/1314

See above for all safer recruitment checks that are carried out prior to employment/volunteering.

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs who

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young

people up to the age of 25 with an 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

Manor Green College will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

Clare Ball

Manor Green College will encourage our vulnerable children and young people to attend a school, including remotely if needed.

9. **Children's Social Care – RAG Assessment of Open Cases**

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases. During this period Manor Green College will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Manor Green College will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

Senior leaders, especially the Designated Safeguarding Lead (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.

Manor Green College will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

Manor Green College is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Manor Green College will refer to all Government guidance and local 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 COVID-19.

Currently the College is operating a staff rota system to cover vulnerable/children of key workers who are attending the College. The rota minimises bodies in the building, and so reduces the risk to staff, students and all connected families. The rota system also takes into consideration staff absence due to any who are self-isolating or who are categorised as 'high risk'.

12. Supporting children not in school

Manor Green College is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies by:

- Weekly welfare telephone calls from class teachers to their students.
- Class teachers submit a weekly log to the HT and DHT of the summary calls. This ensures that any concerns are communicated to the Senior Leadership Team.
- If no contact, then home calls are made either by the teacher or via a Social Worker if appropriate.
- Free School Meals have been delivered to applicable families.
- Identification of need for vulnerable pupils
- Engagement and liaison with lead partners/Social Services
- Risk assessments in conjunction with Social Workers
- Maintain Safeguarding communication via CPOMS.
- Identify key staff to check in with vulnerable students on a weekly basis.
- Communication of plans to parents via School Gateway and keeping the College's website up to date. This includes supplying on-line material and written work where applicable to support student's education at home.
- Recording of above

13. 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.

In line with DfE guidance a daily report is submitted to the DfE of students attending College (of key worker parents and vulnerable students). This information is also sent to West Sussex County Council.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Manor Green College will follow the latest national and local guidance at all points.
Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

- Continue to access CPOMS and log any concerns.
- If there are any problems in accessing systems at home all staff have been provided with contact numbers of the Senior Team.
- Partnerships Co-ordinator continuing to work from home and maintain contact with social workers and vulnerable families.
- Child Protection Conferences being attended remotely where possible.

15. Online safety in schools and colleges

==All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite.==

16. Children and online safety away from school and college

Manor Green College will adhere to the following substantive policies;
- Data Protection Policy

- E-Learning Policy

- User Agreements

- Pre-recorded streamed sessions, webinars and platforms – launch of MGC YouTube TV Channel.

- Accessibility for families to levels of technology and have ensured that this is not a barrier to groups of children's learning – paper copies provided where appropriate.

- Health and wellbeing of pupils accessing IT or online based learning – weekly checks being made by class teachers.

- Impact on the health and wellbeing of the staff members – All staff have been contacted by their immediate Line Manager and any issues have been reported to the SLT.

- Supporting and signposting parents – regular communication via School Gateway and by teacher/Partnerships Co-ordinator contact.

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17.   Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030
Email - safeguarding.education@westsussex.gov.uk
https://secure2.sla-online.co.uk/v3/Resources/Page/13966

This Policy was formally ratified and adopted by the Governing Body on 14.4.2020

Signed: *John Drury*
Chair of Governors