

## **Annex 1**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Fulford School – Updated 1/6/20**

**Fulford School:**

**Policy owner: Paul  
Walker**

**Date: 1/4/20 –  
Updated 1/6/20**

## **Context**

From the 20<sup>th</sup> 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 Fulford School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

| Name             | Role                         | Telephone   | Email  |
|------------------|------------------------------|-------------|--|
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| Ashleigh Stewart | Deputy DSL                   | 07526486814 | stewart@fulford.york.sch.uk  |
| Steve Lewis      | Headteacher                  | 07815825129 | <a href="mailto:lewisst@fulford.york.sch.uk">lewisst@fulford.york.sch.uk</a> |
| Steve Smith      | Chair of Governors           |             | ssgov@fulford.york.sch.uk  |
| Lorna Savage     | SYMAT CEO                    |             | ls@fulford.york.sch.uk   |

## Other Useful Contacts:

Sue Dougherty – School Wellbeing Worker

Anna Mehta – SENCO

Jo Daly – School Medical Lead

Amanda Stuart – 6<sup>th</sup> Form Safeguarding Lead

Russell Harris – Deputy Head Teacher

## **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 have been 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. Many children and young people with EHC plans can safely remain at home. Parents have been encouraged to send their child to school.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Fulford School 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 for looked-after and previously looked-after children. The lead staff on this will be: Anna Mehta and Paul Walker

There is an expectation that vulnerable children who have a social worker are offered a clear plan to attend school, 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 Fulford School will explore the reasons for this directly with the parent.

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

Fulford School will encourage and support our vulnerable children and young people to engage with school remotely if a decision has been reached not to attend school.

## **Attendance monitoring**

Local authorities and education settings from 15 June need to complete their usual day-to-day attendance processes. Fulford School will know from parents and a clear rota, which children are due to attend. Fulford School will follow up on non-attendance of those students who have indicated they will be in school but have not attended on their specific day. This follow up will be for safeguarding and pastoral reasons not to question attendance. All absence will be authorised and specific codes used as directed by DfE guidance.

Fulford School and social workers will agree with parents/carers whether children in need should be attending school – We have a clear list of students who are planning to attend in our vulnerable and EXCP list - will follow up on any pupil that we were expecting to attend, who does not. We 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.

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

### **Designated Safeguarding Lead**

Fulford School has a Designated Safeguarding Lead (DSL) and a team of Deputy DSLs. There will be number of school days where one of those staff is not available on site. Where this is the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

From the 15 June, there will always be a DSL or Deputy DSL in school. Two members of SLT will also be present on site. In addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site should it become necessary.

Fulford School recognises staff may need to update or access to child protection online management system, CPOMS. Remote systems are set up for this. Staff may also need to liaise with the offsite DSL (or deputy) and as required liaise 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 Fulford School staff and volunteers 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 get in contact with them.

The DSL or Deputy 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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Deputy DSL or Headteacher. 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 DSL or Headteacher immediately. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally by telephone and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Steve Smith.

### **Safeguarding Training and induction**

We are up to date with our DSL training. It is very unlikely that further training will 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, this is in line with DfE guidance.

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 Fulford School, they will continue to be provided with a safeguarding induction by the DSL.

In the event that staff are deployed from another education or children's workforce setting to work in Fulford 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

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's 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, Fulford 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.

We will look to avoid the use of volunteers where possible, however, if Fulford school had to (due to extreme circumstance) utilise 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.

Fulford 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.

Fulford 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.

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, Fulford 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 school**

Fulford School will continue to provide a safe environment, including online. This includes the use of an online filtering system and Smoothwall Monitor.

Where students 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 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. This action would be taken by the DSL or Deputy DSL.

Online teaching should follow the same principles as set out in the school code of conduct.

Fulford School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

From the 15 June Fulford School will be delivering live Zoom lessons to Yr 12 students.

The following safeguarding principles are at the core of the training and instructions which have been delivered to staff.

- Any prerecorded video materials should be recorded for groups of students and not individuals. Staff should avoid video footage of themselves in a video but if this is necessary; Staff must wear suitable clothing.
- Live sessions must be delivered to groups of students with a chaperone present. No 1:1 live lessons are permitted. A chaperone has been organised to attend each session. The session cannot take place without the chaperone present.
- Any videos or live lessons should be conducted in appropriate areas (office spaces if possible), for example, not in bedrooms; and the background should be as plain as possible. Backgrounds must not contain anything which it is inappropriate for students to see.
- Copies of all videos should be kept so that if any issues were to arise, the video can be reviewed.
- Live lessons are not to be recorded.
- Videos should be kept to a reasonable length of time.
- Live lessons must take place within school hours and the allocated slots.
- Language must be professional and appropriate.
- Staff must only use platforms provided by Fulford School to communicate with pupils. Fulford School email and ClassCharts are our accepted platforms.
- Where telephone contact is necessary, this should always be made to the parents via telephone numbers held on SIMS.
- Staff should not use any form of social media or messaging apps to communicate with students.

A full guide has been provided to staff which contains all safeguarding information.

Parents have provided consent for their child to take part in online sessions. Alongside, this expectations have been shared with students around their conduct.

### **Supporting children not in school**

Fulford School is committed to ensuring the safety and wellbeing of all its Children and Young people. A specific rota of staff has been created to contact all students to check on wellbeing and offer any support necessary. These phonecalls are being made by trained staff with outcomes recorded centrally. Where staff have been unable to make contact with a family for an extended period of time (beyond 10 school days) – the DSL is informed and decisions made regarding further follow up or welfare checks.



Fulford School has committed to sending out a 'wellbeing questionnaire' – this is completed on a two weekly cycle by students. The results of this questionnaire are analysed by senior pastoral staff and further support implemented as necessary.

Where a child to be on the edge of social care support, or those who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this contact is to be recorded on CPOMS, as should a record of ongoing contact made.

The communication plans can include; remote contact, phone contact, door-step visits (only in the most extreme circumstances). Other individualised contact methods should be considered and recorded.

Fulford School and its pastoral staff 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 will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages Fulford 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 Fulford School need to be aware of this in setting expectations of pupils' work where they are at home.

Fulford 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. This will be bespoke to each child and recorded on CPOMS where necessary.

### **Supporting children in school**

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

It is important to acknowledge that concerns may become more evident as students return to school. Staff have been asked to be extra vigilant and are aware that there is the potential for an increase in the level of need amongst students and / or potential disclosures. A full rota of pastoral staff have been created to ensure that support is available in school on a daily basis including specialist SEMH staff and a team of Deputy DSL's

Fulford 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 pupil ratio numbers are appropriate, to maximise safety.

Fulford School have created a robust and well thought out plan in line with Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on measures to limit the risk of spread of COVID19. This detailed plan including a full risk assessment has been shared with

staff and is available a separate document. Student safety is at the core of this plan and every decision made ahead of Year 10 and 12 students returning to school

Fulford 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. This will be bespoke to each child and recorded on CPOMS.

Where Fulford School has concerns about the impact of staff absence, such as our Designated Safeguarding Lead or first aiders, the Headteacher will take steps to address these concerns.

### **Peer on Peer Abuse**

Fulford 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 multi- agency partner required to ensure the safety and security of that young person.

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

### **Students with Social Emotional and Mental Health needs**

Fulford School recognises that during the closure period students may continue to suffer from ongoing or new and emerging issues around their social, emotional mental health. Students who had existing concerns have been identified and are continuing to receive support remotely through email and telephone contact with parents. All contact is to be recorded on CPOMS and takes place through school email or parent telephone.

A central page on the school website which signposts parents and students to support has been created, the details of which have been distributed. This contains the relevant details for reporting new concerns to enable support to be offered in school.

Parents and students have been provided with the details of relevant crisis organisations.

Alongside this students have been provided with contact details for ongoing support which is available via a variety of platforms including Kooth.

Fulford School will continue to work with students, parents/carers and any multi- agency partner required to ensure the safety and ongoing support for an identified young person requiring SEMH support.

These concerns may become more evident as students return to school. Staff have been asked to be extra vigilant and are aware that there is the potential for an increase in the

level of need amongst students and / or potential disclosures. A full rota of pastoral staff have been created to ensure that support is available in school on a daily basis.