

## COVID-19 School/College Closure Arrangements for Safeguarding and Child Protection at Running Deer School.

- Policy Owner: Running Deer School
- Date Ratified by Directors: 22/04/2020
- Date Shared with Staff: 22/04/2020

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Please note that any reference to child/children should be read to include young people

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### 1. **Context**

This appendix has been developed in response to and aligned to DfE guidance <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> published 27th March 2020.

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for vulnerable children and those of workers **critical to the COVID-19 response** - who absolutely need to attend.

Schools/colleges and all childcare providers were asked to provide care for a limited number of children -

- **children who are vulnerable** (see para 2), and
- children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA or DfE.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their DSL team or school/college leaders if further clarification is required.

All staff should continue to have access to the Child Protection policy, Code of Conduct and Keeping Children Safe in Education (KCSiE) 2019 where further details and information can be found.

The school/colleges' safeguarding team (DSL, Safeguarding Governor etc) and their contact details can be found in the main body of the School's/college's Safeguarding Policy. Changes to the DSL and DDSL during these exceptional circumstances can be found in para 3 of this appendix. Any changes will be shared with all staff and volunteers of the school.

## 2. Vulnerable children

Vulnerable children include those who have a social worker (including children in care) and those children and young people up to the age of 25 with education, health and care plans (EHCPs). A child may also be deemed to be vulnerable if they have been assessed (by the school/college, or other professional) 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 SENDCo, Local Authority and parents, 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 and available, 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 Lead (and deputy) know who our most vulnerable children are. Providers are being asked to fund free school meals from their existing funding.

School/college leaders must also consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell or showing the symptoms of Covid -19 (as defined by current government guidelines) they will expect the child to remain at home and the school will offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school/college.

If the school/college has information that parents are not following current government guidelines Leaders will use their professional discretion, working with any partner agencies and LA officers to agree appropriate action. This will firstly take into account the child's safety however where other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children, then appropriate action will be agreed by the school together with the social worker/LA.

Running Deer 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. If current plans and support packages exist for these pupils the school/college will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be: Rachael Knight.

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. **However, at present, Running Deer School remains closed, but will be providing daily welfare calls and twice-weekly video calls to all students on the school roll.**

When we are able to open, 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 school/college will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Running Deer School 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 not possible by other means.

## 2.1.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. Key staff and social workers will agree with parents/carers whether children in need and those on CP should be attending school – we will then follow up ([Schools Safeguarding of Vulnerable Children During Covid 19](#)) on any pupil that we were expecting to attend, who does not.

Running Deer 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.

For providers registered with the DfE, School/college will complete a return online [https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm\\_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

so the DfE can monitor who is in school and who isn't by midday every day. For those providers who are **not** registered with the DfE, please ensure you make your returns to the named contacts above

The LA has a duty to monitor vulnerable children's attendance and Running Deer School will be completing the necessary spreadsheets and returning it to Sam Plumb, [sam.plumb@devong.gov.uk](mailto:sam.plumb@devong.gov.uk) Beatrice Beer, [beatrice.beer@devon.gov.uk](mailto:beatrice.beer@devon.gov.uk) and Sarah Miller, [sarah.miller@devon.gov.uk](mailto:sarah.miller@devon.gov.uk) daily.

## 2.2.How will this look in our school/college?

To support the above, Running Deer School will, when communicating with parents/carers and young people, 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, Running Deer will take the actions described in the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

## 2.3.Those vulnerable children not attending school/college

Those vulnerable children who are not attending school/college will be contacted on a regular basis so that school are satisfied that they are safe. School/college will follow the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#) along with that from other agencies working with the pupil and family. The DSL or Deputy DSL will review their RAG ratings for this group at least weekly taking into account any reported concerns from school/college contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the school's/college's central vulnerable group spreadsheet and shared with the Headteacher if not DSL. **Any changes in the RAG rating will be sent to the named contacts above to be linked to the master records can be updated.**

## 3.0 Designated Safeguarding Lead (DSL)

Running Deer School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs. During this extra ordinary situation their contact details are as follows:

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Rachael Knight	07414490072	Rachael.knight@runningdeer.org.uk
Deputy Designated Safeguarding Lead	Adam Baxter	07309646156	Adam.baxter@runningdeer.org.uk
Deputy Designated Safeguarding Lead	Nick Hurst		Nicholas.hurst@runningdeer.org.uk

### **3.1 DSL cover in school/college**

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. 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 and managing access to child protection records 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.

### **3.2 Informing staff**

It is important that all school/college staff and volunteers have access to a trained DSL (or deputy), or the named school/college leader, Running Deer School will inform all staff and volunteers of changes to the details above.

Therefore, 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 or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School/college will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.

Any changes to the Safeguarding team details will also be shared with the **named contacts** above.

### **4.0 Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's/college's Safeguarding Policy which can be done remotely via email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should follow the escalation process as laid out in [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

#### **4.1 Reporting a concern about an adult/the HT**

Where staff are concerned about an adult working with children in the school/college, they should report the concern to the Headteacher. 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 email to the Headteacher immediately.

Concerns around the Headteacher should be directed Chair of the Board of Directors:

Chair of the Board of Directors  
Running Deer School  
Butterdon Wood  
Moretonhampstead  
Devon TQ13 8PY.

### **5.0 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 have or will miss their refresher training. All existing school staff who have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019), are similarly likely to not receive whole staff training during this time.

DSLs should therefore communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction.

## **6.0 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, Running Deer 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 Running Deer 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.

Running Deer 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. Running Deer 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](mailto:Misconduct.Teacher@education.gov.uk) Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective, that any school/college is aware, on any given day, which staff/volunteers will be in the school/college and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Running Deer will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSiE.

Where staff are required to work in schools/colleges that are not their normal place of work, senior leaders 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

There is no requirement to list such individuals in the school's/college's SCR, unless leaders choose to do so as long as such written confirmation is received. School/college will retain this evidence until such time as the current restrictions on schools/colleges are lifted and in line with our current data and information retention policies.

## **7.0 Online safety in schools and colleges**

Running Deer 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/college, appropriate supervision will be in place.

### **7.1 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 of or suffering abuse. Any such concerns should be dealt with as per the Child Protection Policy (and where appropriate the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)). Referrals should still be made to MASH/social worker and as required, to the police. Online teaching should follow the same principles as set out in the code of conduct.

Running Deer 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 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.
- 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 agreed by school/college leaders
- Staff should record the length, time, date and attendance of any sessions held.

## **7.2 Online safety at home**

School/college will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates, such as, links to CEOPs, ThinkUKnow.

## **8.0 Supporting children not in school or college**

Running Deer is committed to ensuring the safety and wellbeing of all its children. Where the DSL has identified a child 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 child or young person. Details of this plan must be recorded, as should a record of contact made. The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). The plans put in place will as a minimum reflect the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

Running Deer and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at least weekly 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. Running Deer recognises that school/college is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents and carers

All staff at Running Deer need to be aware of this in setting expectations of pupils' work where they are at home. Running Deer will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded. Running Deer is committed to ensuring the safety and wellbeing of all its students. We 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. Running Deer will continually refer to the most recent 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 staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they discuss them immediately with senior leaders.

## **9.0 Peer on Peer Abuse**

Running Deer recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school/college 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/college 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.