



School closure arrangements for Safeguarding and Child Protection at Moss Lane School during COVID-19

This is also in line with 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>

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 Moss Lane School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Contact number	Email
Head teacher & Designated Safeguarding Lead	Victoria Abbott	07946 459438 01428 681890	head@moss-lane.surrey.sch.uk
Deputy Designated Safeguarding Lead	Sara Cox	07852 764303	senco@ moss-lane.surrey.sch.uk
Deputy Designated Safeguarding Lead	Amy Betterton	07971 859190 01483 423825	abetterton@moss-lane.surrey.sch.uk
Chair of Governors	Adam Boshoff	07776 250605	aboshoff@moss-lane.surrey.sch.uk
Safeguarding Governor	Steve Turnbull	07545775359	sturnbull@moss-lane.surrey.sch.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 EHCP's.

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 Lead (and deputies) 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.

Moss Lane 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 (VSH) for looked-after and previously looked-after children. The lead person for this will be:

Interim Virtual School Headteacher

Name: Glinys Weller

Email: glinys.weller@surreycc.gov.uk

Phone: 07968 834846

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 Moss Lane School will explore the reasons for this directly with the parent.

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

On a 10-day rota SLT will contact all vulnerable families by phone to support them and enable them to share any worries or concerns they might have.

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. Vulnerable children are required to attend school every day including Looked After Children, Children subject to a Child Protection Plan and Children subject to a Child in Need Plan.

Moss Lane School and social workers will agree with parents/carers whether children in need should be attending school – Moss Lane School will then follow up on any pupil that they were expecting to attend, who does not. Moss Lane School will also follow up with any parent or carer who has arranged care for their child/children and the child/children subsequently do not attend.

If a vulnerable child that is in this cohort is absent from school, we will follow the established local "absent from school" reporting mechanism for vulnerable children. We will notify Surrey County Council on the first day of absence and any day following, of children that are absent from school by providing the following details:

- School Name & Contact Person details
- Full Name of child
- Date of Birth of child
- When they were last seen by school staff

This must be submitted by email to: covidschoolattendance@surreycc.gov.uk

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places

How will this look in our school?

To support the above, Moss Lane 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 school, or discontinues, Moss Lane School will notify their social worker.

Designated Safeguarding Lead

Moss Lane School has a Designated Safeguarding Lead (DSL) and 2 Deputy DSLs.

The Designated Safeguarding Lead is: Victoria Abbott

The Deputy Designated Safeguarding Leads are: Sara Cox and Amy Betterton

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.

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.

It is important that all Moss Lane staff 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/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Refer to [guidance Changes to Child Protection Conferences](#)

Home Schools and Hub School DSL Safeguarding Responsibilities

Home School: School which pupil normally attends.

Hub School: School which is physically open and children from other schools are attending.

The Home School maintains responsibility for safeguarding children on roll. The Home School must ensure that the hub school has the contact details for their DSL. Each Home School DSL should have the contact details of the hub school DSL.

Where there is a need to make a Request for Support to children's social care or to contact an allocated social worker, the home school DSL retains responsibility for these tasks with support from the hub school.

It is important for the Home School to provide any relevant safeguarding information relating to individual pupils to the Hub School DSL and other staff on a need to know basis.

What information does the Hub School need to provide to the Home School?

The Hub School must provide a daily record of attendance to the home school.

What information does the Home School have to provide to the Hub School?

Confirmation from the home school Headteacher listing the staff that will be deployed and confirming that the relevant safer recruitment processes and checks have been carried out (DBS etc).

Operation Encompass Notifications from the police received by a DSL of a Home School about a child(ren) attending a Hub School need to be shared with the Hub School DSL.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. Pink forms should be filled in and handed to a DSL/Deputy DSL. If, a DSL/Deputy DSL is not on site the form should be left on the HT desk / under the door and a text /phone call message alerting the DSL to the concern. 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. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally by phone

Concerns around the Headteacher should be directed to the Chair of Governors: Adam Boshoff. If the Chair of Governors is not available, then the LADO should be contacted directly.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. Victoria Abbott and Amy Betterton have had safeguarding training this term so they are currently up to date.

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.

If staff are deployed from another education or children's workforce setting to our 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 the receiving setting's child protection policy (which will be similar to their current setting if a Surrey school), 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 school or gain access to children. When recruiting new staff, Moss Lane 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 our 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.

Moss Lane 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, in line with advice from the LADO where appropriate.

Moss Lane 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 the school is aware, on any given day, which staff will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Moss Lane School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Online safety in schools and colleges

Moss Lane School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using I-Pads and 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.

Moss Lane 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 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 by Moss Lane School to communicate with pupils.
- Staff should record, the length, time, date and attendance of any sessions held.

All staff at will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

Supporting children not in school

Moss Lane School is committed to ensuring the safety and wellbeing of all its children.

Where the DSL/Deputy 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.

A record will be kept of any contact made. The communication plans can include; remote contact and phone contact.

Moss Lane School DSL/Deputy DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL/Deputy DSLs will consider any referrals as appropriate.

The school will share safeguarding messages on its website and letters to parents. Moss Lane School recognises that school is a protective factor for children, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Moss Lane School need to be aware of this in setting expectations of pupils' work where they are at home.

Moss Lane 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.

Supporting children in school

Moss Lane School is committed to ensuring the safety and wellbeing of all its pupils.

Moss Lane 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.

Moss Lane 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.

Moss Lane 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.

Where Moss Lane School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders- they discuss them immediately with the Chair of Governors and the Area Schools Officer.

Peer on Peer Abuse

Moss Lane 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, and appropriate referrals made.

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.

If staff are working from home, they will be asked to email confirming the above.