

COVID-19 annex to the Child Protection Policy at Kelvin Hall School

Date: 01/04/20

Updated on: 03/11/21

Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the Designated Safeguarding Lead in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government](#) and local agencies.

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 Kelvin Hall School Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

1. Context	2
2. Vulnerable children	3
3. Attendance monitoring	3-4
4. Designated Safeguarding Lead	4
5. Reporting a concern	4
6. Safeguarding Training and induction	5
7. Safer recruitment/volunteers and movement of staff	5-6
8. Online safety in schools and colleges	6
9. Children and online safety away from school and college	6
	7
10. Supporting children not in school	7-8
11. Supporting children in school	8
12. Peer on Peer Abuse	9
13. Appendix 1 - Communication Plan	

Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Claire Grandidge	01482 342229	info@kelvinhall.net
Deputy Designated Safeguarding Lead	Elisha Wilson Paul Fraser	01482 342229	info@kelvinhall.net
Executive Headteacher	Pat Cavanagh	01482 342229	info@kelvinhall.net
Trust Safeguarding Lead	Ray Khan	01482 496718	khanr@thrivetrust.uk
Chair of Governors	Julie Lynch	-	info@thrivetrust.uk
Safeguarding Trustee	Ron Leary	-	info@thrivetrust.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. These are children defined as “at risk”.

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 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, 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. They have the flexibility to offer a place to those on the edge of receiving children’s social care support.

Kelvin Hall 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/s for this will be: Paul Fraser and Rachel Hilton.

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 Kelvin Hall School will explore the reasons for this directly with the parent.

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

Kelvin Hall School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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. From Monday 23rd March 2020 educational settings were required to temporarily change their attendance recording practices and inform the DfE and Local Authority using an online recording form.

Educational settings that remain open are required to submit the online form every day by 12.00.

Each school monitors attendance every week. Parents / carers have been offered places at the school (*and the school reception and school email address remains open during the school working day for parents to contact*) and the DSL checks attendance against the record of home calls that they are making and against home call logs and may arrange for a doorstep visit, or to write to the family, or to contact their social worker.

To support the above, Kelvin Hall 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, Kelvin Hall School will notify their social worker.

Designated Safeguarding Lead

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, the lead member of staff on duty will assume responsibility for coordinating safeguarding on site and making contact with the DSL as required.

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. In the unlikely event of the school DSL being unavailable the YHCLT Safeguarding Lead will be contacted.

It is important that all Kelvin Hall School staff and volunteers have access to a trained DSL (or deputy). On 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.

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 (Claire Grandidge), Head of School (Chris Leng) and the Trust Safeguarding Lead (Ray Khan). This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay. Concerns around the Executive Headteacher should be directed to **Jonathan Roe**.

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 and understood Part 1 of the latest Keeping Children Safe in Education. 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 Kelvin Hall School, they will continue to be provided with a safeguarding induction and where necessary online.

If staff are deployed from another Trust to Thrive Trust, 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 DSL/ HR safeguarding lead 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, Kelvin Hall School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of the latest Keeping Children Safe in Education (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. ID to be viewed over video link and the employee must bring in person on the first day of work. This is to be recorded on SCR to enable follow up of ID on the first day of work. They will be sent a letter confirming this.

Where Kelvin Hall School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Kelvin Hall

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 in KCSIE.

Kelvin Hall School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) in 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Kelvin Hall School will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

Online safety in schools

Kelvin Hall 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

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 YHCLT Code of Conduct.

Kelvin Hall 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:

- No 1:1s, groups only
- 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 deemed safe and secure by the school / MAT.
- Staff should record the length, time, date and attendance of any sessions held.

Supporting children not in school

Kelvin Hall School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 (appendix 1).

Any action required will be recorded on CPOMS as appropriate, and a summary record made at the end of every week for all vulnerable pupils.

Details of this plan must be recorded on CPOMS, as should a record of contact made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Kelvin Hall School and its DSL 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.

Kelvin Hall 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 Kelvin Hall School need to be aware of this in setting expectations of pupils' work where they are at home.

Kelvin Hall 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. Any concerns or direct actions relating to a child will be recorded on CPOMS.

Supporting children in school

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

Kelvin Hall School will continue to be a safe space for all children to attend and flourish. The Executive Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Kelvin Hall 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 Kelvin Hall School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders the school will discuss them immediately with the Trust. We are expecting we will have difficulties with first aiders in our staffing rotas, but we will ensure the school staff will have taken the Educare First Aid Essentials Course online.

Peer on Peer Abuse

Kelvin Hall 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 KCSIE and of those outlined within 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.

Appendix 1 - Communication Plan (Secondary)

Aims

- Ensure all identified families have contact from staff, at least once per week, during term time to support learning and wellbeing.
- All vulnerable families may have additional contact from DSL or their delegate and support with any concerns reported and recorded.

Families with current child protection concerns

- Following risk assessment, DSL/Deputy DSL phone contacts *at least once* a week with parent / carer.
- For vulnerable children, without a named Social Worker, on the rare occasions where a home visit may be necessary, they will be undertaken by two staff, at least one will be the Designated/Deputy Safeguarding Lead or their delegate and will be a doorstep visit and children must be seen.
- For children with a named Social Worker, should contact with the family not be made, the DSL/Deputy DSL will escalate to the named Social Worker.
- Liaising with all necessary professionals continues as usual.
- Attending any planned review meetings remotely, unless advised otherwise.
- Use CPOMS to record and report.

Teachers making contact with families

- Contact details to be provided through google drive or remote sims access as authorised through central IT team (thereby password protected).
- No personal information of pupils to be taken from the school (paper copies etc) information to be stored in line with Thrive Trust Acceptable Usage Policy.
- Any cause for concerns to be reported to DSL or delegate immediately who will record on CPOMS and take any necessary action.

Telephone calls to families

- Calls to families are to support learning and wellbeing. During a call to a parent a conversation with a child may happen (to help them with an aspect of learning prompted by a parent) on loudspeaker where possible and if appropriate.
- Calls to be made from work mobile wherever possible, but may be made on a personal mobile or landline with ID withheld.
- Confirm your name and school with parent / carer.
- Check this is a convenient time to call.
- Give any general update and enquire about how well the pupil is engaging with homeworking and enquire about their general wellbeing.
- If you have been speaking to the child, end the call by speaking to parent / carer and feedback any important information to the parent.
- Report any concerns to DSL and record on CPOMS.
- Log details of contact on google drive.
- Personal numbers, personal emails and social networking details MUST NOT be shared with parents/carers.