

Sir John Cass & Redcoat Church of England Secondary School

Safeguarding Addendum

Context

From 20th March 2020, parents and carers 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 by the government.

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 Sir John Cass Redcoat Church of England Secondary School (SJCR) Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in this unique time:

Table of Contents

Context	1
Vulnerable Children	2
Attendance Monitoring	3
Designated Safeguarding Lead.....	3
Reporting a Concern	4
Safeguarding Training and induction	4
Safer recruitment/volunteers and movement of staff.....	5
Communication	6
Supporting Students	7
Peer on Peer Abuse.....	7

Role	Name	Contact Number	Email
Designated Safeguarding lead	Iain Cameron	07990 045102	iain.cameron@sjcr.net
Deputy Designated Safeguarding Lead	Nicola Regan	07990045100	nicki.regan@sjcr.net
Headteacher	Paul Woods	07990045101	karen.dalton@sjcr.net
Senior Deputy Headteacher	Benjamin Siaw	07990045092	ben.siaw@sjcr.net
Chair Of Governors	Angela Hancock	N/A	chair@sjcr.net

[SJCR Safeguarding Team Mobile number: 07990 045102](tel:07990045102)

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 will be risk-assessed in consultation with the 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 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.

SJCR 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 Iain Cameron.

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 SJCR will explore the reasons for this directly with the parent.

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

SJCR will encourage our vulnerable children and young people to attend a school, including remotely if needed through google classroom.

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.

SJCR and social workers will agree with parents/carers whether children in need should be attending school – the Safeguarding team will then follow up on any pupil that they were expecting to attend, who does not.

SJCR 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, the Safeguarding team 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, the DSL or deputy DSL will notify their social worker.

Designated Safeguarding Lead

SJCR has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Iain Cameron.

The Deputy Designated Safeguarding Lead is: Nicola Regan.

The optimal scenario is to have a DSL (or deputy) available on site, when during this time pupils are on site.

Where this is not the case a DSL (or deputy) will be available to be contacted via phone - for example when working from home. Following a telephone conversation a follow up e-mail should be sent with details of concern.

Where a DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to child protection online management systems 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.

It is important that all SJCR 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 contact them.

The Safeguarding team 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's Safeguarding Policy, this includes making a report to the DSL or Deputy DSL directly using the safeguarding number listed above. Again following this conversation an e-mail should also be sent detailing safeguarding concern information. 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 Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be a direct conversation with the Head teacher and followed up with an email detailing the concern.

Concerns around the Headteacher should be directed to the Chair of Governors.

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 part 1 of Keeping Children Safe in Education (2019), they should have all completed a written task on their understanding of KCSiE part 1. The DSL will 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 at SJCR, they will continue to be provided with a safeguarding induction, this will take the form of e-mail sharing of information and completion of KCSiE part 1 task.

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, 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, SJCR 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 SJCR is 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.

SJCR 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. SJCR 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 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, SJCR will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in SJCR

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

The use of virtual lessons especially where webcams are involved

Staff must adhere to the following protocol:

- staff must only use platforms provided by SJCR to communicate with pupils
- staff must not engage in one to one sessions
- any virtual lesson must only be delivered to groups of students
- 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. At all times the setting should be in a location suitable for delivery of a video lesson
- staff must record any sessions held so that if any issues were to arise, the video can be reviewed
- live classes should be kept to a reasonable length of time
- language must be professional and appropriate
- staff should record, the length, time, date and the names of all the students who attend any sessions held
- Any welfare/safeguarding concerns that arise during the communication should be reported straight away to the DSL (or deputy), in person or by phone in the first instance if possible and followed up by e-mail.

Communication

While supporting children not in school, SJCR is committed to ensuring the safety and well-being 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.

Details of this plan must be recorded in the google drive folder and/or SIMs, as should a record of contact made.

The communication plans can include remote contact through Google and phone contacts. Only allocated school mobile phones or the school landline should be used to contact students.

SJCR and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

Any welfare/safeguarding concerns that arise during the communication should be reported straight away to the DSL (or deputy), in person or by phone if possible in the first instance and followed up by email.

SJCR will have an agreed contact plan for identified pupils. This will be reviewed on a regular basis and where concerns arise referrals will be considered/made as appropriate.

The school will share safeguarding messages on its website and social media pages.

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

SJCR 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. We will have in place a central log recording tasks that are completed each day. This will also allow the recording of any concerns and where appropriate referrals. The log will be kept at reception.

Supporting Students

SJCR is committed to ensuring the safety and well-being of all its students. The 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.

The 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. In addition when in school pupils and staff will follow the social distancing guidelines both during lessons and recreational time.

SJCR 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. If staff have concerns about the impact of staff absence such as our Designated Safeguarding Lead or first aiders, they will discuss them immediately with the Headteacher.

Peer on Peer Abuse

SJCR recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse on the student concern log, it will follow the principles as set out in part 5 of 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 partners required to ensure the safety and security of that young person.

General behaviour concerns should be recorded each day on google concerns, this information will be forwarded to the relevant pastoral member of staff.