

## **Appendix 9:**

# **COVID-19 school closure / partial closure Arrangements for Safeguarding and Child Protection at The Cedar Federation (Ifield School & King's Farm Primary School)**

**The Cedar Federation: Ifield School & King's Farm Primary School**

**Date: 31 March 2020**

**Date shared with staff: 1 April 2020**

### **1. Context**

From 20<sup>th</sup> 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.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents or carers are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of The Cedar Federation (Ifield School & King's Farm Primary School) Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Key Contacts
3. Vulnerable Children
4. Attendance Monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding training and induction
8. Children moving schools and colleges
9. Safer recruitment / volunteers and movement of staff
10. Online safety in schools and colleges
11. Children and online safety away from school and college
12. Supporting children not in school
13. Supporting children in school
14. Peer on Peer Abuse
15. Mental Health

## **Keeping children safe in education**

Keeping children safe in education (KCSIE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty throughout the partial school closure arrangements implemented as a result of COVID-19.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone in a school or college has a safeguarding concern about any pupil they should continue to act and act immediately
- A DSL or deputy should be available
- It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to pupils
- Pupils should continue to be protected when they are online

As far as reasonably possible, the federation is taking a whole institution approach to safeguarding. It is vitally important that any new policies and processes in response to COVID-19 do not weaken the school's existing robust approach to safeguarding or undermine existing safeguarding and child protection policies and procedures.

## **Federation Safeguarding and Child Protection Policy**

The Federation Safeguarding and Child Protection Policy remains fully effective throughout the response to COVID-19. This addendum should be implemented alongside the existing Safeguarding and Child Protection Policy and KCSIE. Staff ***must*** continue to follow the Safeguarding and Child Protection Policy and associated safeguarding policies throughout the period of partial school closure in response to COVID-19, including but not limited to:

- Acceptable Use Policies
- Anti-bullying Policy
- GDPR and Data Protection Policy
- Online Safety Policy
- Photographic Image Use Policy
- Prevent Duty Policy
- Staff Code of Conduct
- Whistleblowing Policy

If staff or volunteers have any concerns about a staff member or volunteer who may pose a safeguarding risk to children, the usual safeguarding reporting systems apply in line with the Whistleblowing Policy and Safeguarding and Child Protection Policy.

It remains crucially important for all staff and volunteers to act immediately on any safeguarding concerns during the period of COVID-19 partial school closure as they would in school at any other time.

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	<b>Ifield School</b> Joe White	01474 365485 07940 119559	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
	<b>King's Farm Primary School</b> Chris Jackson	01474 566979	<a href="mailto:office@kings-farm.kent.sch.uk">office@kings-farm.kent.sch.uk</a>
Deputy Designated Safeguarding Leads	<b>Ifield School</b> Abigail Birch Madeleine Jones Emma Dodd Denise Moore Rob Rosslyn Sam Hargood Susan High Paul Jackson	01474 365485 07940 119559	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
	<b>King's Farm Primary School</b> Abigail Birch Kim Mitten Paul Jackson Wayne Matthias Tony Pring Susan High	01474 566979	<a href="mailto:office@kings-farm.kent.sch.uk">office@kings-farm.kent.sch.uk</a>
Head of School	<b>Ifield School</b> Maddy Jones	01474 365485 07940 119559	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
	<b>King's Farm Primary School</b> Chris Jackson	01474 566979	<a href="mailto:office@kings-farm.kent.sch.uk">office@kings-farm.kent.sch.uk</a>
Executive Headteacher	Abigail Birch	01474 365485	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
Chair of Governors	Andrew Sparks	01474 365485	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>

### **3. Vulnerable children**

All pupils within Ifield School and some pupils at King's Farm Primary School can be classed as vulnerable children. These 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. The schools follow Local Authority guidance and liaise closely with parents / carers and social workers where appropriate, 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.

Senior leaders, especially the Designated Safeguarding Lead and deputies know who our most vulnerable children are. The needs of all pupils have been considered carefully in order to ensure that the needs of the most vulnerable pupils are met. The school has the flexibility to offer a place to those on the edge of receiving children's social care support.

Ifield School and King's Farm Primary 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.

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 increased risk. In circumstances where a parent or carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Ifield School / King's Farm Primary School will explore the reasons for this directly with the parent / carer.

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

Ifield School and King's Farm Primary School will encourage our vulnerable children and young people to attend school. If this is not possible regular contact and home learning will be maintained.

#### **4. Attendance monitoring, including keeping children not physically attending school safe**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Ifield School or King's Farm Primary School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school needs to close, we will complete the return once as requested by the DfE.

Ifield School, King's Farm Primary School and social workers will agree with parents/carers whether children in need should be attending school – Ifield School or King's Farm Primary School will then follow up on any pupil that they were expecting to attend, who does not. Ifield School and King's Farm Primary 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.

To support the above, Ifield School or King's Farm Primary 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, Ifield School or King's Farm Primary School will notify their social worker where applicable. Ifield School and King's Farm Primary School will maintain contact with pupils and their families who are on the edges of receiving children's social care support. Should the necessity arise, the school will follow the safeguarding referral procedures.

#### **5. Designated Safeguarding Lead**

The optimal scenario is to have a trained DSL (or deputy) available on site. Ifield School and King's Farm Primary School will endeavour to work together to ensure that a DSL is available on site while pupils are in attendance. 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 child protection procedures 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.

It is important that all Ifield School and King's Farm Primary School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

A DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Federation Safeguarding & Child Protection Policy.

In the unlikely event that a member of staff needs to raise a safeguarding concern from home, they should, in the first instance phone the school, in extreme circumstances such as a downgrading of the mobile phone network an email to the Designated Safeguarding Lead, Head of School or Executive Headteacher could be sent. 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 use a Safeguarding Incident / Concern Form (yellow form at Ifield, green form at King's Farm) to report the concern to the DSL or Deputy DSL. If there is a requirement to make a notification to the DSL, Head of School or Executive Headteacher whilst away from school, this should be done verbally and followed up with an email to the DSL, Head of School or Executive Headteacher.

Concerns around the Executive Headteacher should be directed to the Chair of Governors: Andrew Sparks or directly to the LADO.

## **7. Safeguarding Training and induction**

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.

Where new staff are recruited, or new volunteers enter Ifield School or King's Farm Primary School, they will continue to be provided with a safeguarding induction.

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

For these members of staff, it would be a priority for them to receive a safeguarding induction to help them understand fully the local processes of the receiving school.

For movement within the Cedar Federation, schools should seek assurance from the Head of School from both Ifield School and King's Farm Primary School that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding & Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

## **8. Children moving schools and colleges**

It is important for any school or college whose pupils are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where pupils are vulnerable. For looked after children, any change in school should be led and managed by VSH with responsibility for the pupil. The receiving institution should be aware of the reason the pupil is vulnerable and any arrangements in place to support them. As a minimum, the receiving institution should, as appropriate, have access to a vulnerable pupil's EHC plan, child in need plan, child protection plan or, for looked after children, their personal education plan and know who the child's social worker (and, for looked after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL, or deputy DSL level, and likewise between special educational needs co-ordinators / named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, senior leaders should take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

## 9. 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, Ifield School and King's Farm Primary 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.

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

In the unlikely scenario that Ifield School or King's Farm Primary 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.

Ifield School and King's Farm Primary 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.

Ifield School and King's Farm Primary 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](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 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, Ifield School and King's Farm Primary 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, if the school chooses, provide the means to log everyone that will be working or volunteering in the school on any given day, including any staff who may be on loan from other institutions. The SCR can also, if the school



chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## **10. Online safety in schools and colleges**

All staff and volunteers must adhere to the schools Online Safety Policy and Acceptable Use Policies.

Ifield School and King's Farm Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system. (Lightspeed and Net Support DNA. Access to the internet at the Link Centre, North Kent College is filtered via Forti Gate. Zulu Desk is used to enforce tablet restrictions on what can be accessed)

IT support and senior leaders receive live updates of pupils and staff IT activity to enable an immediate response as appropriate and required.

Where students are using computers, iPads or other devices in school, appropriate supervision will be in place.

## **11. 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. Any such concerns should be dealt with as per the Safeguarding & Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Ifield School and King's Farm Primary School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements. Acceptable Use Policies are also in place.

If any extension to home learning is offered to pupils the following protocols should be considered:

- No use of live webcams for interaction with pupils
- Recorded staff delivery of lessons 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 that of any family members of staff in the background. Staff must wear suitable clothing, as should anyone else in the household. Any devices used for recording should be in appropriate areas, for example, not in bedrooms; and the background should be blurred)
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

The school's website contains detailed information for parents and carers to help them protect their children from harm while online. The school's websites contain links for pupils to learn more about online safety.

The schools will alert parents / carers to the resources available on the school's websites.

Support for parents and carers to keep their children safe online includes:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse
- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

## **12.Supporting children not in school**

Ifield School and King's Farm Primary School are 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.

Details of this plan must be recorded on a child protection sheet 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.

Ifield School and King's Farm Primary School and DSLs 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.

Ifield School and King's Farm Primary School recognise 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 Ifield School and King's Farm Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

### **13.Supporting children in school**

Ifield School and King's Farm Primary School is committed to ensuring the safety and wellbeing of all its pupils.

Ifield School and King's Farm Primary School will continue to be a safe space for all pupils to attend and flourish. The Head of Schools will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Ifield School and King's Farm Primary 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.

Ifield School and King's Farm Primary 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 individualised to each pupil.

Where Ifield School or King's Farm Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the local authority.

### **14.Peer on Peer Abuse**

Ifield School and King's Farm Primary School recognise that during the partial 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 that of the Safeguarding & 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 a Safeguarding Incident / Concern Form (yellow form at Ifield, green form at King's Farm) and appropriate referrals made.

## 15.Mental Health

The coronavirus (COVID19) outbreak is going to have an impact on everyone's daily lives. Although the schools have provided learning for pupils at home, along with resources to support parents and carers, we recognise that households are currently experiencing conditions that effect personal circumstances and wellbeing.

During this time, pupils and parents/carers may feel bored, frustrated, lonely, low, worried, anxious, concerned about their health and that of friends and family. Everyone reacts differently to events and changes in the way that they think, feel and behave vary between different people and over time. It is important that everyone takes care of their mind as well as their body and to get further support if it is required. Any family should feel able to contact the school for support.

Maintaining relationships with trusted people, including the school is important for mental wellbeing. If parents and carers do not feel able to contact the school, there are other people they can speak to via NHS recommended helplines or they could find support groups online to connect with. Links to useful information can also be found by following the links below:

- [NHS recommended helplines](#)
- [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)

If experiencing feelings of anxiety, it might help to think about potential challenges and make plans for them. These might include:

- Financial concerns
- If you care for other people

Further supporting information can be found by following the link below:

- [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)