COVID-19 ADDENDUM

The following appendix lays out, in numbered points, the changes to our safeguarding practices and procedures at Cippenham School (CS), in line with the government and LA guidance issued. This appendix is a fluid document that is subject to change, as and when the guidance changes.

1. **Update/advice from Slough Children's Services Trust. Taken from the web site, they state that:**

    "The vision of Slough Children's Services Trust is that all children in Slough should be safe, secure and successful and that remains our focus. Despite the current coronavirus pandemic, our priority is to ensure the safety of children and young people in Slough so the Trust is currently operating business as usual. We are closely monitoring the situation and as it unfolds we will review our services to ensure our critical functions including safeguarding are prioritised."

    LA and SCST will remain responsible for social care and the contact details for the front door remain the same. 01753 875362 | Out of Hours: 01344 786543 | sloughchildren.referrals@scstrust.co.uk

2. **Key contacts**

    Remain as per the School Safeguarding Policy.

3. **Vulnerable children**

    Vulnerable children and young people include those who:

    - Are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
    - Have an education, health and care (EHC) plan;
    - Have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
        - o Children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
        - o Adopted children or children on a special guardianship order
        - o Those at risk of becoming NEET ('not in employment, education or training')
        - o Those living in temporary accommodation
        - o Those who are young carers
        - o Those who may have difficulty engaging with remote education at home (for example due to lack of devices or quiet space to study)
        - o Care leavers

- o Others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

CS 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 LA Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this will be Danielle Thornton.

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 does not want to bring their child to school and their child is considered vulnerable, the social worker and DSL will explore the reasons for this directly with the parent.

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

CS will encourage our vulnerable children and young people to attend, including remotely if needed.

4. Attendance monitoring

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

All other children who are not expected to be in school, should be recorded as 'code X'.

Shielding advice is currently in place in Slough (tier 4), and so all children still deemed clinically extremely vulnerable are advised not to attend school.

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

Phone calls and/or home visits will be made to these parents/carers in these circumstances.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, the DSL will notify their social worker.

5. Reporting and recording:

In terms of reporting safeguarding concerns (whether it is about a child accessing school provision or a child who is accessing remote learning), CS will continue to follow the Safeguarding Policy. A senior member of staff is on site each day, if a member of staff has any immediate concerns regarding a child. The DSL/Deputy DSL will be contactable via telephone, email or video link, if these concerns need to be escalated.

If a concern needs to be escalated, then the DSL/Deputy DSL will contact the Front Door in the same way as usual and will complete a MARF as and when it is necessary, using the threshold document as guidance and their own judgement.

All contact names and numbers at SCST remain the same (these are listed in the Safeguarding Policy)

Concerns regarding a member of staff will be dealt with in the same way as normal, following the procedures set out in the Safeguarding Policy.

Those with an EHC plan have been risk-assessed by the school, in consultation with the local authority (LA) 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. Many children and young people with EHC plans can safely remain at home.

Staff are reminded of the need to report any concern immediately and without delay.

6. **Working with social workers and Virtual School Heads (VSH) for LAC and PLAC:**

The DSL will make contact with named social workers on a regular basis.

Daily emails are sent to social workers and VSH to update them on the attendance of any vulnerable children who are part of the skeleton service.

Any previously planned core groups/CIN meetings/TAF meetings/LAC reviews, will be held either by email correspondence or video link.

7. **Peer on peer abuse and online safety:**

In terms of in school, the procedures set out in the Safeguarding Policy will still apply.

In terms of the risk to children outside of school, the parents will be sent advice on keeping devices safe and checking regularly, what the children are accessing.

Parents are encouraged to speak to their children about the rules of online safety and what they can do to keep themselves safe.

Parents are also encouraged to contact the school, if they have any concerns regarding an incident of peer on peer abuse, where advice can be given.

8. **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, CS will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE 2020.

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 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 DCS 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

Where CS are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in the paragraphs 167 to 172 of KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

CS 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 2020.

CS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 2020 and the TRAs Teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the pandemic, 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, CS will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE 2020.

Where CS has concerns about the impact of staff absence – such as our DSL or first aiders – we will discuss them immediately with the trust.

9. **Supporting children who do not meet the 'vulnerable' definition:**

The DSL has identified a list of children who would normally be monitored closely, if it was 'normal school day'.

These children's parents are contacted either via phone or home visit by the DSL or an IM on a weekly basis to 'check in'. The staff member will attempt to speak to the child as well as the parents to ensure that there are no concerns and also ask if there is anything that, as a school, we can do to help.

The phone calls/home visits to these parents are recorded in a log that details the date, who the staff member spoke to and if there were any concerns.

We have created a 'useful numbers' booklet for parents. It includes numbers and web links to a wealth of support services within Slough and the local area. This booklet is in the school reception and it was emailed to all parents at the start of the Covid-19 pandemic 2020.

10. **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 CS code of conduct.

The Gold Rose MAT will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff are able to record virtual lessons/screencasts to explain or model learning and videos created should be shared using the school's virtual platform only and not using any other platform.

11. **When recording virtual lessons or leading a live lesson for students, staff should**:
    - Staff must wear suitable clothing when recording lessons and learning activities.
    - Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
    - Any recorded teaching and learning should be shared on the school's virtual platform
    - Live/recorded lessons and learning should be kept to a reasonable length of time, no longer than a 'normal' lesson time.
    - Language must be professional and appropriate, including any family members in the background.
    - Staff must only use platforms provided by The Gold Rose MAT to communicate with children/pupils/students
    - Staff must ensure that if they are recording lessons that they do so on a clear screen to ensure that no sensitive data or information can be seen at any point during this time.
    - Any children accessing the live lessons with the option to turn their video on, must have consent from parents first.
    - When setting up the live lesson, the teacher must follow the safeguarding procedures check list.

12. **Communication with families via telephone:**

    Due to the extended length of time pupils will be away from school, it will be necessary for staff to contact them via telephone for wellbeing checks.

    Staff must ensure the following when contacting families:

- Phone number is withheld (dial 141 before the number you are calling or change setting in 'Phone options') unless you are calling from a work mobile.
- Language must be professional and appropriate, including any family members who can be heard in the background.
- Staff should ensure that no sensitive data or information is shared during the phone call.
- Staff should immediately report, to the nominated person – in accordance with the school policy, any communication that makes them uncomfortable, is offensive,

discriminatory, threatening or bullying in nature and must not respond to any such communication.

- Unless there is a safeguarding issue and advised otherwise by the DSL, staff should only make these wellbeing calls on weekdays between 8am and 6pm.
- Staff should use given contact details for parents only and only speak directly to pupils with agreement from parents unless DSL agrees there is an immediate safeguarding concern and it would put the pupil at risk of harm to do this.

13. Communication with families in writing:

During this period, written communication between staff and families should only occur using the following media: Class Dojo, school email, Twitter or letter.

Staff should ensure the following:

- Any written communication between staff and families must be professional in tone and content.
- Staff should ensure that no sensitive data or information is shared.
- Staff should immediately report, to the nominated person – in accordance with the school policy, any communication that makes them uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Electronic communication should only occur between 8am and 6pm.
- Staff Twitter accounts used to tweet to @cippenhamps and communicate with parents should be accounts for this use only – personal accounts should be separate and private.
- All tweets should be professional in tone and content.
- SLT and DSL will monitor staff Twitter accounts, email and Dojo where necessary

The UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online.
The UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face.
Recently published guidance from the UK Safer Internet Centre on safe remote learning and from the London Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or activities and plan them safely.