



# Mill Water School

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## CORONAVIRUS

### School closure arrangements for Safeguarding and Child Protection at Mill Water School

### Appendix 3

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## 1.0 Context

This appendix has been developed in response to and aligned to DfE guidance [Restricting attendance during the national lockdown: schools](#) updated 7<sup>th</sup> January 2021, the **Schools Safeguarding of Vulnerable Children during Covid-19** updated by Devon LA 12<sup>th</sup> January 2021 and **Guidance for special schools, specialist post-16 providers and alternative provision during the national lockdown** dated 14<sup>th</sup> January 2021.

From 6<sup>th</sup> January 2021 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 response** who absolutely need to attend and **children who are vulnerable** (see para 2).

This appendix of the Safeguarding and Child Protection Policy contains details of our safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information will be shared with all staff and volunteers who in turn will read, digest and seek support from their DSL team or school leaders if further clarification is required. All staff will continue to have access to the Safeguarding and Child Protection Policy, Code of Conduct and KCSiE 2020 where further details and information can be found.

Details of Mill Water School's safeguarding team can be found in the main body of the School's Safeguarding Policy. Any changes will be shared with all staff and volunteers of the school.

## **2.0 DfE Vulnerable children**

**As per Dec 31<sup>st</sup> 2020 - 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:
  - 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
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - 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

School leaders must also consider the health, safety and wellbeing of staff. If a child is unwell, or showing symptoms of Coronavirus (as defined by current government guidelines) or the school has information that parents are not following current government guidelines they will expect the child to remain at home and offer provision and support remotely, informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school. Leaders will use their professional discretion, working with any partner agencies and LA officers, should other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children.

Mill Water 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. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be: Lynne Hasell.

As all Mill Water pupils are categorised as vulnerable according to the DfE definition because they all have an EHCP, we are prioritising places in school for those pupils who are deemed to be **safer** in school. Some children will remain at home because they are shielding. Parents may wish to keep their children at home because of underlying health conditions, or because of their anxieties around their child either contracting coronavirus or bringing it home with them. In such cases, Mill Water School will authorise this absence. Families will be given an outreach offer as an alternative to attending school in person. All children who are not attending school in person have a remote learning offer – See Remote Learning Policy.

### **1.1 Attendance monitoring**

We will continue to monitor and record attendance daily for all children, including children who are receiving remote learning or outreach offers. We will record attendance using our usual in house attendance recording systems and the LA will monitor this data in their usual way.

The Headteacher, DSL and Deputy DSL will review attendance arrangements at their weekly Safeguarding Meeting, taking into account any reported concerns from school contacts or any information from partner agencies, such as ViST reports. Any changes will be recorded on the schools Current Offer spreadsheet and alternative arrangements discussed and implemented.

## 1.2 Vulnerable children – attendance

Mill Water School has contacted all parents/carers and agreed if and how often their children will be in school or taken out by staff for local walks.

If a vulnerable child is shielding, we will code the child using the X attendance code.

If a vulnerable child is absent due to illness, we will code the child using the I attendance code.

If a vulnerable child is isolating due to possible contact with a positive case of Covid, we will code the child using the X attendance code for that period.

Children in receipt of an outreach offer will be marked as B – educated off site.

If Mill Water School has any concerns regarding a family's engagement with school attendance, remote learning or outreach offer, we will escalate our concerns appropriately to other agencies.

## 1.3 Critical worker children – attendance

We will offer children of critical workers access to onsite learning in accordance with their need.

If a child of a critical worker is absent as they only require provision on a part time basis, we will code the child using the C attendance code when they are not in school.

If a child of a critical worker is absent due to illness, we will code the child using the I attendance code.

If a child of a critical worker is isolating due to possible contact with a positive case of Covid, we will code the child using the X attendance code for that period.

## 3.0 Designated Safeguarding Lead (DSL)

Mill Water School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs. During this extraordinary period their contact details are as follows:

Role	Name	Contact Number 1	Contact Number 2	Email
Designated Safeguarding Lead	Lynne Hasell	01395 568890	07341 485526	lhasell@millwater.devon.sch.uk
Deputy Designated Safeguarding Lead	Sarah Pickering	01395 568890	07717 776693	spickering@millwater.devon.sch.uk
Deputy Designated Safeguarding Lead	Rowan Allen	01395 568890		rallen@millwater.devon.sch.uk

### 3.1 DSL cover in school

We will have a trained DSL (or deputy) available on site at most times. If this is ever 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 access to child protection records 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.

### 3.2 Informing staff

Mill Water School will inform all staff and volunteers of changes to the details above. All three members of the Safeguarding Team will be available throughout the day via email, telephone or CPOMS, wherever they are based.

The DSL will continue to engage with social workers and attend all multi-agency meetings which can be done remotely, or seek support and liaise with Early Help professionals.

Any changes to the Safeguarding team details will also be shared with Babcock LDP and Devon County Council.

## **4.0 Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via CPOMS, email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

### **4.1 Reporting a concern about an adult/the HT**

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 and followed up with an email to the Headteacher immediately.

Concerns around the Headteacher should be directed to the Chair of Governors: Andrew Gardner, [agardner@millwater.devon.sch.uk](mailto:agardner@millwater.devon.sch.uk)

## **5.0 Safeguarding training and induction**

DSL training will continue to be available virtually and Mill Water staff that are acting within a DSL or DDSL capacity will undertake appropriate level of training.

All school staff will continue to have safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). DSL will communicate to staff any new local arrangements, so they know what to do if they are worried about a child. This will be achieved through emails and similar electronic means.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction from the DSL. This might be delivered remotely.

## **6.0 Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the workforce or gain access to children. When recruiting new staff, Mill Water School will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

In response to Coronavirus, 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 Mill Water School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 -188 of KCSIE. Under **no circumstances** will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mill Water 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 179 of KCSIE. Mill Water School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral'. During the coronavirus period all referrals will 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, Mill Water School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 173 in KCSIE.

## **7.0 Online safety in schools and colleges**

Mill Water School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in school, appropriate supervision will be in place.

## **7.1 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 or suffering abuse. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, to the police. Online teaching should follow the same principles as set out in the Code of Conduct.

Mill Water 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:

- A parent or carer must be present with the child for one to one sessions
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas – be mindful of picture in background
- Language must be professional and appropriate, including that of any family members in the background
- Staff must only use platforms agreed by school leaders
- Staff should record the time, date and attendance of any online sessions with School Closure 2021 tag

## **7.2 Online safety at home**

We will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow.

## **8.0 Supporting children not in school**

Mill Water School is committed to ensuring the safety and wellbeing of all its children, and teachers will keep in regular, at least weekly, contact with all families who are not attending school. Where issues are identified, these will be communicated to Head Teacher or DSL, who will decide on appropriate action to take to support the family. All contacts with the family will be recorded.

Mill Water School and its DSL will work closely with all stakeholders to maximise the effectiveness of any agreed support plan. Any such plan will be reviewed at least weekly 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. Mill Water School recognises that school is a protective factor for children and young people and that the current circumstances can affect the mental health of pupils and their parents and carers. All staff at Mill Water School are aware of this in setting expectations of pupils' work when they are at home.

We will ensure that appropriate support is in place for children coming into school. This will be bespoke to each child and recorded.

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. We will continually refer to the most recent 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 COVID-19. Where staff have concerns about the impact of staff absence they can discuss them immediately with senior leaders.

## **9.0 Peer on Peer Abuse**

Mill Water School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow our in house reporting systems outlined in our Safeguarding and Child Protection Policy.

We 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 will be recorded and appropriate referrals made.