

Annex 1



THAMESMEAD SCHOOL

Addendum to the Child Protection & Safeguarding Policy

COVID-19 School Closure Arrangements for Child Protection & Safeguarding

Policy owner: Mrs C Ramdhony
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1. Context

On Monday 4th January at 8pm our Prime minister asked parents 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 Thamesmead School Child Protection & Safeguarding policy contains details of our individual safeguarding arrangements.

Key contacts

Role	Name	Email
Designated Safeguarding Lead (Strategic)	Mrs C Ramdhony	c.ramdhony@thamesmead.surrey.sch.uk
Designated Safeguarding Lead (Operational)	Mrs L Chambers	l.chambers@thamesmead.surrey.sch.uk
Deputy Designated Safeguarding Lead	Mrs L Broughton	l.broughton@thamesmead.surrey.sch.uk
Headteacher	Mr P Reeves	p.reeves@thamesmead.surrey.sch.uk
Chair of Governors	Mr Bill Kerr	b.kerr@thamesmead.surrey.sch.uk
Core DSL Team	Mrs Ramdhony, Ms Chambers, Mrs Broughton, Miss Campbell & Mr Todd	safeguarding@thamesmead.surrey.sch.uk

You can also contact the school via the following number during term time: 01932 219 400

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. (Thamesmead have included some children with Child In Need plans).

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.

Thamesmead 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 for this will be Mrs C Ramdhony in consultation with Miss R Campbell (LAC Lead).

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

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

Thamesmead School will encourage our vulnerable children and young people to attend school, including remotely if more appropriate.

Attendance monitoring

Expectations of an Education Setting to track, identify and action non-attendance of vulnerable children and Automated Tracking Mechanism

We know that some families need more support than others and that attending education settings is an important protective factor for children receiving support. We also know that some families may over estimate their ability to cope in these extraordinary times.

All professionals need to be mindful that there will be some examples where the current Covid-19 pandemic could be used by families as a reason to avoid contact from professionals when the family may not be symptomatic and to prevent identification of safeguarding issues.

To ensure that appropriate action is taken to keep children safe and protected we require all education settings to identify through a new automated tracking mechanism the non-attendance of **vulnerable children that are expected to attend an education setting.**

Education settings must act by notifying the local authority on the first day of non-attendance and any day following, when a vulnerable child, that is expected to attend an education setting is absent, by using the following link to the Automated Tracking Mechanism:

<https://www4.surreycc.gov.uk/social/child/absence-submission-portal/>

Thamesmead will continue to act as soon as we are aware of non-attendance using first day calling and our inclusion tracking and follow up procedures. Thamesmead must continue to inform relevant agencies (including Social Work Teams) and professionals of any concerns that require a response.

Expectations of the Social Work Team response to non-attendance

The Automated Tracking Mechanism, described above, immediately alerts the Social Work Team to act in response to the child's non-attendance at Thamesmead. Surrey Virtual School will be informed if the child is looked after.

On receipt of an alert the social work team must act to contact the family to find out why the child hasn't attended and act to encourage them to attend if it's safe to do so.

The social work team must act to contact Thamesmead to further inform their assessment of the risk to the child of non-attendance.

If a child is not presenting at Thamesmead because they are symptomatic or self-isolating it is essential that the social worker contact the Thamesmead and any relevant partner (including Surrey Virtual School), to action arrangements for maintaining contact with the child and agree who will contact the child and how.

It may be necessary for a Social Worker to take action by visiting the child in person to establish their wellbeing

Keeping in touch with the child and the family during any isolation period is the responsibility of the team around that child. A clear plan for visiting (virtual or in person) must be made and acted upon by all partners. The team around the child partners must communicate to the Social Worker findings from each visit they undertake.

Due to the number of notifications it is not possible for social care to guarantee a response time, each response time will be based on the Social Work Team's analysis of risk.

If Thamesmead has significant concerns about a child's safety or wellbeing they should ring the child's Social Worker for an urgent discussion. If the child's social worker is not available a discussion should be held with the Social Work Team Manager. If neither are available contact must be made with the Social Work Service Manager. If we are not satisfied with the response from the Social Work Team Thamesmead must follow the [SSCP Inter- Agency Escalation Policy and Procedures](#).

Expectations of a SEND/Vulnerable Learner Team response to non-attendance

Where a child with an EHCP has a Social Worker, the process above will be followed by the Social Work Team.

The Automated Tracking Mechanism, described above, will collate data for EHCP children to be sent to the Vulnerable Learners Service once a week for action.

Attendance and any known history of the child will be considered by the appropriate professionals within the Vulnerable Learners Service to establish further action.

The Vulnerable Learners Service will establish with the family the reasons why the child has not attended and act to encourage them to attend if it's safe to do so.

If a child is not presenting at Thamesmead because they are symptomatic or self-isolating it is essential that the Vulnerable Learner Service contact the Thamesmead to inform them of this and act to establish the ongoing point of contact while the child is not attending school.

Where circumstances change Thamesmead should act to ensure any changes to risk are notified to the Local Authority in a timely manner (within 24 hours of being informed of the change) via the SEND Team area email address.

Children who are “otherwise vulnerable” expectations on the education partnership

This cohort is defined as children who have been assessed as “otherwise vulnerable” by education settings, the local authority or partner agencies; examples may include Young Carers, adopted children and/or children with mental health and wellbeing concerns. Thamesmead have a list of approximately 60 children who are highlighted as vulnerable and work with Heads of Year and other staff to identify any who are newly vulnerable due to the circumstances.

The Vulnerable Learners Service will contact Thamesmead to assist the identification of these children.

Thamesmead should use our discretion to encourage the attendance of children that we or partners feel would be safer by attending provision. In the case of non-attendance Thamesmead should act to follow up with both the parent/carer and any partner agency involved to establish the reason for absence and act to encourage attendance.

The Vulnerable Learners Service will provide support to Thamesmead to identify “otherwise vulnerable children” who do not have a Social Worker or an EHCP. The Vulnerable Learners Service will assist Thamesmead to make arrangements with families to provide for these children and track and encourage attendance.

Where any professional continues to have concerns about the safety of a child they should email a Children’s Services Request for Support Form to cspa@surreycc.gov.uk or contact the C-SPA on 0300 470 9100.

Thamesmead 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. This will be completed by the Reception staff in the first instance and they will inform the safeguarding team safeguarding@thamesmead.surrey.sch.uk.

To support the above, Thamesmead School will, when communicating with parents, carers and guardians, 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 school will notify their social worker.

Designated Safeguarding Lead

Thamesmead School has a Designated Safeguarding Lead Strategic and a Designated Safeguarding Lead Operational (DSL) and three Deputy DSLs.

The Designated Safeguarding Lead Strategic is: Mrs C Ramdhony

The Designated Safeguarding Lead Operational is: Ms L Chambers

The Deputy Designated Safeguarding Leads are: Mrs L Broughton

Miss R Campbell

Mr D Todd

A trained DSL (or deputy) will be available either on-site or to be contacted via phone, email 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 member of the Senior Leadership Team (SLT) will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the 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.

It is important that all school staff and volunteers have access to a trained DSL (or deputy). On each day 5 DSL's will monitor safeguarding@thamesmead.surrey.sch.uk and have been trained on how to report and record any concerns.

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 Child Protection & Safeguarding Policy, this includes making a report via safeguarding@thamesmead.surrey.sch.uk and CPOMS, which can be done remotely.

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 contact the headteacher, Mr P Reeves. 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.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Bill Kerr b.kerr@thamesmead.surrey.sch.uk

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 (2020). 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 Thamesmead School, they will continue to be provided with a safeguarding induction. This can be completed remotely via live conferencing, if teaching staff are teaching remotely or in person observing social distancing rules.

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 Thamesmead's Child Protection & Safeguarding 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, Thamesmead School will continue to follow our

safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (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 the school are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We 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.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 143 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 Thamesmead 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, Thamesmead School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE. Mrs C Ramdhony & Mrs Z Midwinter lead the updating and checking of the schools SCR.

Online safety in school

Thamesmead School will continue to provide a safe environment, including online. This includes the use of our 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 that a child may be at risk. Any such concerns should be dealt with as per the Child Protection & Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Supporting children not in school

Thamesmead School is committed to ensuring the safety and wellbeing of all its children.

Where the DSL and team have identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on the internal systems (through the 'Microsoft Team' Safeguarding contact log and CPOMS), and a record of contact have been made through the 'live' contact sheets.

The communication plans include; remote contact, phone contact and in some cases if safe to do so door-step visits. They will also log concerns raised and actions to overcome and address concerns.

Thamesmead School and its Safeguarding team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (weekly - at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Thamesmead 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 and guardians. Teachers at the school need to be aware of this in setting expectations of pupils' work when they are at home.

Guidelines for staff when using their camera during remote learning

Some staff may feel that turning their camera on while teaching will improve the social connection students feel to their learning by being able to see their teacher. It can be of benefit to students who are isolated at home for them to see the familiar face of their teacher.

It is not mandatory that you use your camera when live teaching however if you wish to you should follow the steps below:

Please note this does not cover students using their cameras. Thamesmead School has taken the decision not to ask students to turn on cameras at this stage for a number of reasons.

1. Please ensure you have either a) blurred your background using the feature in Teams or b) you are positioned in front of a neutral wall/ background. It should not be apparent that you are in a bedroom. You should not use novelty background scenes.
2. Position yourself in a place where no one will walk into shot while you are teaching, or you will not be interrupted by background noise or other conversations.
3. Dress professionally. There is no expectation for formal business dress when working from home, but any visible clothing should be professional, appropriate and conform with the guidance on inappropriate clothing as set out in the staff dress code.
4. Video calls should not be made outside of the lesson unless there is at least one other adult present and the student's parents have given permission for the call to occur.
5. Use of cameras must only be done through MS Teams via the School Office 365 Platform.
6. Record the lesson so that in the event that any issues arise from your use of the camera the video of the lesson could be reviewed.
7. Lesson recordings should be stored for no more than the current academic year, and then one more academic year before being removed from Teams to comply with GDPR regulations.

Supporting children in school

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

Thamesmead 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 the 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.

The 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 bespoke to each child and recorded on CPOMS.

Peer on Peer Abuse

Thamesmead 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 the principles as set out in part 5 of KCSIE and of those outlined within our Child Protection & Safeguarding Policy.

The school will listen and work with the child/ren, parents, carers, guardians and any multiagency partner required to ensure the safety and security of that child/ren.

Concerns and actions must be recorded via Safeguarding on CPOMS and appropriate referrals made.