APPENDIX 6 – KEY COVID-19 RELATED CHANGES TO CHILD PROTECTION AND SAFEGUARDING POLICY (incorporates new guidance from the DfE on 27th March 2020)

Appendix created: April 2020

Review: As and when required by update to guidance

DSL: Claire Parker-Wood

Governor: Diana Maine

Introduction

From 20th March 2020 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-19 response - who absolutely need to attend. The decision was made to fully close the school building due to there being no pupils identified as vulnerable requiring education onsite or children of key workers requiring education.

KCSIE 2019 is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.

While the way in which ArtsEd currently operates in response to coronavirus (COVID-19) is fundamentally different to business as usual, 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 child 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 children
- children should continue to be protected when they are online

This appendix to the Safeguarding (Child Protection) Policy sets out interim measures to ensure that any new processes in response to COVID-19 are not weakening the School's collective approach to safeguarding or undermining the main Safeguarding policy.

Key School Contacts

Position	Name	Phone	e-mail
Designated safeguarding lead (DSL)	Claire Parker-Wood	02089876612	cparker-wood@artsed.co.uk
Deputy DSL (responsibility Sixth Form	Mark Ferrington	02089876618	mferrington@artsed.co.uk
Deputy DSL (responsibility for Yrs 11-13)	Leigh Brennan	02089876327	LeighBrennan@artsed.co.uk
Deputy DSL (responsibility for Yrs 7-10)	Georgina Kent	02089876659	gkent@artsed.co.uk
Head Teacher	Adrian Blake	02089876626	ablake@artsed.co.uk
Chair of Trustees	Kevin McGrath		kevin.mcGrath@artsed.co.uk
Nominated safeguarding governor	Diana Maine		diana.maine@artsed.co.uk
Principal	Chris Hocking	020 8987 6684	hocking@artsed.co.uk

As the school is closed, contact by parents should be made via email in the first instance. All staff have the mobile numbers of the Safeguarding Team and are able to contact the DSL if it's out of hours.

Keeping updated/ Local safeguarding arrangements

The School remains up-to-date with advice and guidance on COVID-19 response and safeguarding from a number of sources, including:

- Department for Education / Cabinet Office / Public Health England
- Hounslow Safeguarding Children Partnership www.hscb.org.uk
- Hounslow Early Help

Guidance from our local authority includes information regarding children with Education, Health and Care Plans and any changes in procedures relating to the School's inter-agency work, including reporting mechanisms, referral thresholds and children in need. As your children come from a wide catchment area and different boroughs we will need to research their local boroughs procedures.

Key guidance from the DfE informing this appendix can be found here

This additional Appendix of the ArtsEd Safeguarding Policy includes details of our individual safeguarding arrangements in the following areas:

- Vulnerable children
- Attendance monitoring
- Designated Safeguarding Lead – Interim Arrangements
- Reporting a concern
- Safeguarding training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety in schools and colleges
- Children and online safety away from school
- Support for children not in school
- Peer on Peer Abuse
- Children moving schools
- Support for parents and carers to keep their children safe online includes:

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 by the SEND Department in consultation with 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are and will ensure provision is offered to them whilst the school is closed (also see **Pastoral support for children not in school).**

ArtsEd will continue to work with and support children's social workers to help protect vulnerable children. The lead person for this will be: Claire Parker-Wood, Designated Safeguarding Lead.

There is an expectation that vulnerable children who have a social worker will attend an education setting however most of our pupils live outside of the borough so this may not be practicable and in all circumstances the DSL will consult with the relevant social worker and the parents as to how best to support the vulnerable child. In all circumstances where a vulnerable child does not take up their place at school ArtsEd will notify their social worker.

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.

As the decision was made to close the school the attendance form was returned to the DfE informing them that this was the case and that no pupils would be attending school on a daily basis.

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

Designated Safeguarding Lead

All staff and volunteers retain the responsibility for working within the scope of the School's Safeguarding Policy and acting immediately on safeguarding concerns. While colleagues are working remotely from school, the Designated Safeguarding Lead or a Deputy DSLs will remain contactable at all times. In the unlikely event that a member of staff cannot have a direct conversation with the DSL or a Deputy DSL, they should email them to ensure that the concern is received.

This has been facilitated by a number of measures:

- All staff have been given the direct mobile number of the DSL and DDSLs
- Staff are aware that they can contact the DSL during out of hours
- An email address DSSF-safeguarding@artsed.co.uk has been created and shared in a number of updates to all staff and to all parents. This mailbox is directly accessed by the DSL and DDSLs, as well as other members of the Senior Leadership Team

Reporting a safeguarding concern

All staff are reminded of the usual reporting procedures as set out in the main Safeguarding Policy, including the requirement to report concerns as soon as possible, without delay. Concerns about a child should be reported to a DSL or DDSL. Concerns about a member of staff or volunteer should be reported to the Head Teacher, this should be done verbally and followed up with an email to the headteacher. Concerns about the Headteacher should be reported to the Chair of Governors, Diana Maine. A member of staff becoming aware of an act (or imminent act of) Female Genital Mutilation should report directly to the police. All contact details are available in the main Safeguarding Policy.

If a pupil is in **immediate danger** or is at **risk of harm**, all staff are also, as ever, able to make a referral directly to Children's Services using the contact details set out in the Safeguarding Policy, but should inform the DSL of this as soon as they are able to.

All parents have been made aware that in cases where there is imminent risk of harm to a child, they should call 999 rather than following the communication methods above.

Safeguarding training and induction

All existing school staff will already have had safeguarding training and have read part 1 of KCSIE. The important thing for these staff will be awareness of any new local arrangements so they know what to do if they are worried about a child.

Where new staff are recruited, they will be provided with a safeguarding induction and training. An up to date child protection policy will support this process as will part 1 of KCSIE.

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, ArtsEd 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 (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. ArtsEd 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.

The school does not employ volunteers.

Online safety in school

The school will continue to provide a safe environment, including online. The school will ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school IT systems or recommended resources.

Children and online safety away from school

Please refer to the Schools' VLE staff, pupil and parents' expectations and the Virtual Learning Environment Policy

It is important that all staff who have contact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be reported to the DSL/DDSL consistent with ArtEd's Safeguarding Policy.

The staff expectations for remote/online teaching follow the same principles as set out in the school's code of conduct.

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

The School will be in regular contact with parents and carers and will use these opportunities to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. The school will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college the school will also signpost children to age appropriate practical support from the likes of:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Pastoral support for children not in school

Where the Safeguarding/Pastoral Teams have 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 the plan will be recorded in meeting minutes and a log of communication will be kept and shared with the team. Any pastoral concerns should be shared with the tutors and Heads of Key Stage and with a member of the Safeguarding Team.

The communication plans can include; remote contact with the pupil via school agree platforms, phone contact follow-up contact with parents where necessary. If contact with parents/carers is not successfully made, the assigned staff member for that pupil (normally the tutor or Safeguarding Team member) will inform their Head of Key Stage who will ensure the DSL is informed. The Head of Key Stage or DSL will advise the staff member on the next actions. This could include an e-mail, telephone call to parents using the school systems to complete this. If a staff member is unable to get a hold of a child or their family member for more than three days the DSL should be informed. This information could also be used to speak to the local safeguarding duty team, social workers, and other appropriate agencies for advice; or to make a referral to the appropriate agency if necessary.

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

Support for pupils and students in the current circumstances can include existing provision in the school, e.g. counselling services (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services.

Peer on peer abuse

Where the 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 the Child Safeguarding 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.

Children moving schools

It is be important for any school or college whose children 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 children are vulnerable. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in

place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child'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) level, and likewise between special educational needs coordinators/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.

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

- 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