



Berkshire West Model COVID-19 school closure arrangements for Safeguarding and Child Protection

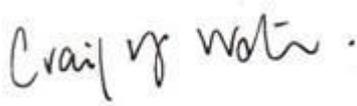
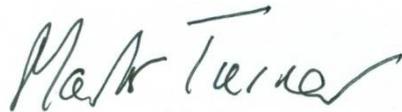
CROSFIELDS SCHOOL

Document Control

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Safeguarding Governor	Sign & Date:	
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1. Key Contacts

Key Contact list for Safeguarding in **Crosfields School**.

Where different schools are sharing one site for the pupils, please list all available DSLs, and not just the DSL from the host school.

	Name	Telephone	Email
Designated Safeguarding Leads	Adam Mallins Janey McDowell (EYFS)	xxxxxxxxxxxx	adammallins@crosfields.com janeymcdowell@crosfields.com
Deputy Designated Safeguarding Leads	John Ireland (Juniors) Tom Goodhew (Middles) Charmaine Stewart (Seniors) Malcolm McCue (E-Safety) Sue Nicholas (Nurse) Simon Dinsdale (Dep. Head)		johnireland@crosfields.com tomgoodhew@crosfields.com charmainestewart@crosfields.com malcolmmccue@crosfields.com suenicholas@crosfields.com simondinsdale@crosfields.com
Safeguarding Governor	Mark Turner		Turner.M@kingshouseschool.org

Key Contacts within the Local Authority

Pan Berkshire Safeguarding Procedures: <http://berks.proceduresonline.com/>

	Name	Address	Telephone contact	Email
Contact, Advice & Assessment Service (CAAS)	Duty Social worker	Duty, Triage & Assessment Team Council Offices Shute End Wokingham Berkshire RG40 1BN	Contact: 0118 908 8002 or Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	triage@wokingham.gov.uk

Prevent Officer Thames Valley Police	Prevent officer	Reading Police Station Castle Street Reading RG1 7TH	07788 307 178	Preventreferrals@thamesvalley.pnn.police.uk
Community Safety Partnership Manager and PREVENT Lead, WBC	Narinder Brar	Council Offices Wokingham Berkshire RG40 1BN	07979255308	Narinder.brar@wokingham.gov.uk
Service Manager Early Years	Avril Allenby	Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 908 8260 07415 738992 0118 90 88418 07789921635	Emma.slaughter@wokingham.gov.uk Cindy.fincham@wokingham.gov.uk
Local Authority Designated Officer (LADO)	Rene Baron	Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 974 6141	LADO@wokingham.gov.uk
Principal Education Welfare Officer,	Melissa Perry	Alder Grove Cof E Primary School Alder Grove Shinfield RG2 9RA	0118 908 8095 07818455624	Melissa.Perry@wokingham.gov.uk
Virtual School Headteacher	Pat Finegan	Council Offices Shute End Wokingham Berkshire RG40 1BN	07739800207	Patrick.Finegan@wokingham.gov.uk
Berkshire West Safeguarding Partnership Operational Business Manager	Sherrie Newell Donna Gray	Council Offices Shute End Wokingham Berkshire RG40 1BN	07920028052	Sherrie.newell@wokingham.gov.uk Donna.gray@brighterfuturesforchildren.org

2. Context

From 4th 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-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

3. 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. Crosfields will monitor any vulnerable children and ensure that they receive welfare calls and possible invitations to attend school with key worker children if necessary.

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 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, this may mean sharing resources with other schools.

Crosfields 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 **Adam Mallins, Deputy Head Pastoral and DSL**.

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 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.

Crosfields will encourage any vulnerable children and young people to attend a school if deemed necessary.

4. 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.

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

The school will also follow up with any parent or carer who has arranged for their child/children to attend school who subsequently do not attend.

To support the above, The School will 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 DSL will notify their social worker.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

5. Designated Safeguarding Lead

Crosfields has a Designated Safeguarding Lead (DSL) and an additional DSL in EYFS. There are 7 Deputy DSLs.

The Designated Safeguarding Lead is: **Adam Mallins**

The Designated Safeguarding Lead for EYFS is: **Janey McDowell**

The Deputy Designated Safeguarding Leads are: **John Ireland, Tom Goodhew, Charmaine Stewart, Malcolm McCue, Sue Nicholas and Simon Dinsdale.**

It is important that all school staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who that person is and how to speak to them. At Crosfields, unless told otherwise, contact should always be made with Adam Mallins in the first instance on 0118 987 1810.

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

Best practice is to have a trained DSL (or deputy) available on site. 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 member of the senior leadership team will assume responsibility for co-ordinating safeguarding on site. At Crosfields during weeks where there are key worker children, Adam Mallins is available on the phone and depending on which day, a DDSL or SLT member is on site everyday.

This might include updating and managing access to child protection files and liaising with the offsite DSL. If you have children attending from another school, liaising with the DSL from their school, and if required, liaising with children's social workers.

6. Reporting a concern

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

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 report immediately to the DSL/Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: **Chris Dering**.

DSLs will continue to report concerns to CAAS in the usual way.

During office hours call **01635 503190**

Out of office hours, Emergency Duty Team Tel: **01344 786543**

7. Safeguarding Training and induction

DSL training has been suspended 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.

Free online Safeguarding training is available for staff working from home.

Where new staff are recruited, or new volunteers enter the 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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, Crosfields 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 (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.

If the 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.

Crosfields 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.

Crosfields 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

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, Crosfields will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Crosfields will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

9. 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 Child Protection Policy and where appropriate contact should still be made to CAAS

Crosfields 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:

- Crosfields will make every effort to provide robust learning experiences for our pupils.
- All online teaching should follow the same principles as set out in Crosfield School's Code of Conduct policy and the E-Safety Policy, both of which have been updated to reflect any new guidance.
- We will also ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

As we widen our use of the Microsoft Office 365 software for distance learning, and extend the use of video conferencing, it is important that teachers are aware of some important practical and safeguarding considerations:

• **What type of lessons are permitted?**

One-on-one lessons should be avoided, except for drop-in clinics, music lessons conducted by peripatetic teachers and lessons within the LET department (see various departmental documents with guidance for one-on-one Lessons).

Live streaming lessons, collaborative working on live documents or two-way conferencing such as a live tutor group are permitted, but the guidance included in the Remote Learning Policy must be adhered to.

Recorded lessons/videos are permitted and should also follow published guidance.

• **Which platform should be used?**

Pupils and teachers must only use the Microsoft Teams or SeeSaw software for remote lessons and using their @crosfields.com e-mail address. Teachers must not contact pupils, and vice versa, using any other platforms including social media. Other educational software such as Quizlet, Kahoot and MyMaths can continue to be used as normal.

Teachers using Microsoft Teams/SeeSaw must ensure their Head of Department is added to Teams/Areas. Heads of Department should ensure that the Deputy Head Academic is added as a teacher in each of their Teams/Areas.

The pastoral leads should be added to their relevant tutor group teams.

Teachers and pupils are also able to communicate via school email or the chat feature in Microsoft Teams/SeeSaw. All messages are recorded and stored. This should be within normal school hours 0830-1610. No other communications are to be expected i.e. phone calls, texts, facebook or any other social media. Should a pupil receive communications

outside the expected communication channels, then they have been advised to send an email to the DSL. Any concerns regarding communications from pupils or parents to teachers, should also be sent to the DSL.

Teaching staff should note receive phone calls with parents or pupils from home, however there may be a need to make pastoral calls to parents/pupils. Should this need to be done from home all precautions should be taken to 'hide' personal phone numbers and a note sent to the relevant pastoral lead.

- Where should lessons take place?

Teachers and pupils should undertake lessons in an appropriate area of the house. Bedrooms are best avoided.

There should be a clear background free from distractions, unwanted or inappropriate imagery and personal items (such as family photographs). Ideally, your background should be a blank wall or hang a sheet behind you. On some devices you can also use the digital background. This should be used where possible. Remember that mirrors (or even windows) could display items or family members you are not expecting to be seen.

The rest of the household should be aware that a lesson is taking place to avoid loud or embarrassing interruptions.

Live lessons must only take place if an adult is present in the location of the pupil (not necessarily the same room). If the teacher believes that a pupil is at home alone, the teacher should terminate the connection with that pupil.

- What should be worn?

Pupils and teachers should be dressed appropriately in non-revealing everyday clothing (as should everyone else in the household). Pyjamas, for example, would not be appropriate. If any person is considered to be dressed inappropriately the pupil should leave the lesson until the issue is rectified. The issue should then be reported to the Pastoral lead as soon as possible.

- What standards of behaviour should be expected?

Classroom standard behaviour is expected from all participants. This includes general conduct and the use of appropriate verbal or written language. Use of informal language should be avoided.

Lessons should be stopped immediately if behaviour is not to the expected standard and reported to the Deputy Head Academic or Heads of Departments as soon as possible afterwards.

The teacher should always act as the moderator and be the responsible adult, especially where a pupil may need guidance to remove items from view. The teacher should also remind everyone to be aware that they are visible at all times.

- Should lessons be recorded?

All live lessons/tutor groups will be recorded by staff directly onto Microsoft Teams so that if any issues were to arise the recording can be reviewed.

Pupils and teachers must not save the recordings directly onto their personal devices or in any other platform. Recordings will be retained for 4 weeks only and then deleted in accordance with GDPR policy.

The school will contact parents prior to the beginning of term to confirm that they are happy for lessons to take place by video-link and be recorded. This will be done on an opt-out basis.

• What do I do if I have any concerns?

If any staff have any safeguarding concerns at any time, MyConcern should be used as normal and the DSL is available at all times on 0118 987 1810 or on adammallins@crofields.com. The pastoral team within each section is also available to discuss concerns.

All staff at Crosfields should remind themselves of the following policies:

- Staff code of conduct
- ICT/Acceptable use policy
- Social media guidance.

10. Supporting children not in school

Crosfields is committed to ensuring the safety and wellbeing of all of 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 the pupils file.

The communication plans can include; remote contact, phone contact, and door-step visits (observing social distancing). Other individualised contact methods should be considered and recorded.

11. Online safety in schools and colleges

Crosfields and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly 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.

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

Crosfields 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 appropriately.

12. Supporting children in school

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

Crosfields 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 staff to pupil ratio numbers are appropriate, to maximise safety.

Crosfields 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.

Crosfields 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 appropriately.

13. Peer on Peer Abuse

Crosfields recognises that during the 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 of the 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, and appropriate referrals made.

All staff will be sent this additional policy to read and will sign to say they have read and understood the content.

If staff are working from home they will be asked to email confirming the above.

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