

**Additional guidance:
COVID-19 Keeping Children Safe at Crofton School
Reviewed January 2021**

This policy applies at any time when the school attendance is restricted by a national lockdown situation.

As we face the challenges of this unprecedented time, it is important we continue to work together to support families and safeguard children. This additional guidance is to ensure that all students are safeguarded during this time. This is additional and supplementary guidance to support already existing safeguarding procedures as laid out in our safeguarding, child protection and KCSIE 2020.

This guidance will be reviewed on a regular basis throughout this time.

Purpose

- To ensure students continue to engage in their learning and sustain progress.
- To ensure students wellbeing and sense of belonging to a community in these challenging times.
- To ensure the safety of staff, students and parents during this time.

The way the school operates will be fundamentally different to business as usual, however, a number of important safeguarding principles will remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in the school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL will always 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

To have secure safeguarding measures in place at Crofton School we have produced a vulnerable student list of those who have been invited into school.

Safeguarding Routines - Important information

- ***All Safeguarding procedures remain in line with the school's Safeguarding and Child Protection policies.***
- ***If you have any concern about a student, please immediately record it online using CPOMS.***
- ***If you are unable to access CPOMS, please email aknight@croftonschool.co.uk or the DSL on duty.***
- ***If your concern raises an issue about the immediate safety of a child, please contact Amanda Knight on 07792495333, the police or social services.***
- ***If you have a Safeguarding concern about an adult please contact Amanda Knight in the first instance.***

Safeguarding measures for those staff and students accessing learning on school site

All students must sign in when they arrive.

Staff on site to take registers throughout the school day. We will ensure these are shared to DfE and the Attendance Officer.

The Attendance Officer to review and ensure welfare calls are made as appropriate.

There will always be DSLs and First Aid provision on site.

The school will maintain high levels of site security. With reduced students on site, on arrival students will access the site through the Marks Road gate, they will sign in, in the canteen. When dismissed they will leave the site via the Marks Road gate.

Safeguarding measures for those students accessing learning remotely

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, reported on CPOMs and where appropriate, referrals should still be reported to children's social care and as required, to the police.

To protect students the school will only recommend approved websites and activities relevant to ability and age of the students. Staff and students will utilise school professional email and satchel one to set, receive and communicate with students. Students and parents will be informed of the appropriate expectations for parents and how to contact the safeguarding team if it is required. Guidelines to parents about the amount of work required will be sent to parents.

Tutors should check engagement via satchel one. This is to double check student's health and wellbeing. Where any student is not engaging emails will be sent or calls made to check welfare. Any student deemed at risk to be added to vulnerable student spreadsheet.

The safety of our students continues to be paramount, this includes online safety. Guidance will be available to both parents and students via the school website and regular update emails sent to parents. This includes signposting to CEOPs and Safe4me.

There is a need for us all to be more vigilant and monitor our students regularly.

Peer on Peer abuse

We recognise that during this time there may be an increase in reports of peer on peer abuse.

Where a report is received, we will follow the normal principals set out in our safeguarding and child protection policies. We will listen and work with the child and their families and ensure safety of the child. Information will be passed onto an outside agency, as required.

All reports must be recorded on CPOMs.

Reporting of vulnerable students

The **Safeguarding lead** will be responsible for any exchanges of information relating to CP, CIN and welfare.

The **Director of Inclusion** will be responsible for any exchanges of information relating to SEND provision details and EHC plans.

The **Designated teacher** will be responsible for any exchanges of information relating to PEPs.

The **Chair of Governors** can be contacted on martin.budd@croftonschool.co.uk.

The **LADO** can be contacted on 01962 876364.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR, they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found in KCSIE 2020.

There is an expectation that vulnerable children who have a social worker will attend school. Regular contact is made with these families to determine what is the best course of action. It may be better for the families to stay at home and self-isolate rather than bring them into a school environment.

Child protection policy

We will review our practices/policy to best meet this changing situation. This will be reviewed in line with government guidance and local safeguarding advice.

Staff to be mindful of the following whilst students are not in school and in lockdown:

- Domestic Abuse (predicted increase and exposure during isolation)
- Neglect and Abuse (increase where it already exists)
- Criminal/Sexual Exploitation (including online)
- Crime & Anti-Social Behaviour (involved/victim of)
- Online bullying, grooming and cyber risks (increase in screen time)

We also need to recognise that social distancing/disconnection and lockdown isolation could have a significant effect on young people's mental health and wellbeing and/or that of other family members, which could also impact on them.

Safeguarding Team (DSLs)

A member of the safeguarding team who has received DSL training will always be on site. To support good safeguarding procedures a member of the Senior Leadership Team will be on site at all times, when students are accessing the site. They will be required to liaise with the safeguarding team to pass on any relevant information as it occurs.

Concerns for the Safety and Welfare of a Child

If any member of staff is concerned about a child, he or she must inform the safeguarding team IMMEDIATELY. This can be done via email to aknight@croftonschool.co.uk, the DSL on duty or by calling Amanda Knight on 07792495333.

In the event that contact with the team cannot be made, staff are expected to refer directly to Children's Social Care (and the police, if appropriate) if there is the potential for immediate significant harm.

Phone: 0300 555 1384

Out of hours: 0300 555 1373

If you know a child to be immediate risk of danger call 999

In the event of a student being referred to the team, the student's name should then be added to the vulnerable list spreadsheet.

Vulnerable children

These students will be identified on the school's welfare and vulnerable list. It will identify vulnerable students, e.g. those students who are in care, have an EHCP, are subject to an existing welfare plan (Child Protection/Child in Need), those with social workers and those who we monitor internally as part of our Safeguarding Monitoring.

Social workers will be contacted regularly by school's caseworker with an update of where the child is receiving education and how they are engaging either in school or online provision.

Those students in care, the school will also liaise with the Virtual school to ensure a productive education is being undertaken.

Attendance

Schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

However, the school:

- and social workers should be agreeing with families whether children in need should be attending education provision and the school should then follow up on any child that they were expecting to attend, who does not
- should also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend

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

The Attendance Officer has the responsibility to collate information for the DfE and attendance upload for 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.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Teachers should be aware of this in setting expectations of students' work where they are at home.

Safer recruitment/volunteers and movement of staff

Normal school processes and procedures should be followed. This includes any new staff joining the school during this period.

If a new member of staff is due to start during this period of time, if they are going to be on site, a DSL will present the normal safeguarding briefing, they will be advised of documents that need reading and they will sign to say they have received their training.

If a new member of staff is not on site during this period, they will be contacted via email and asked to read the relevant documents. Face to face training will commence when we return to school.

Volunteers will not be used during this time.