

## **Annex 1**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Avanti Fields**

**Avanti Fields School:** Avanti Fields School

**Policy owner:** Emma Taplin

**Date:** 05.01.21

**Date shared with staff:** 05.01.21

## **1. Context**

From 5<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-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 key workers and students who cannot be safely cared for at home.

This addendum of the Avanti Fields School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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appendix a emergency safeguarding protocols during closure

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Emma Taplin	07395795598	<a href="mailto:Emma.taplin@avanti.org.uk">Emma.taplin@avanti.org.uk</a>
Deputy Designated Safeguarding Leads	Laura Bigginton Nisha Kholia Darren Gadsby	07808525557	<a href="mailto:Laura.bigginton@avanti.org.uk">Laura.bigginton@avanti.org.uk</a> <a href="mailto:Nisha.kholia@avanti.org.uk">Nisha.kholia@avanti.org.uk</a> <a href="mailto:Darren.Gadsby@avanti.org.uk">Darren.Gadsby@avanti.org.uk</a>
Principal	Emma Taplin	07395795598	Emma.taplin@avanti.org.uk
Chair SSC	Dipak Patel		Dipakprity99@gmail.com
Safeguarding SSC member	Peter Williams		pete@pjwtraining.co.uk

## Vulnerable children

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

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.

Avanti Fields 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: Laura Bigginton.

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 increased 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 Avanti Fields School will explore the reasons for this directly with the parent.

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

Avanti Fields School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **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. In line with local authority protocols students who are not expected to attend school will be coded 'X', students who are expected to attend will be marked as normal protocols.

If Avanti Fields School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

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

If the school has closed, we will complete the return once as requested by the DfE.

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

## **HOW WILL THIS LOOK IN YOUR SCHOOL?**

To support the above, Avanti Fields School will, when communicating with parents/carers and carers, 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, Avanti Fields School will notify their social worker.

## **Designated Safeguarding Lead**

Avanti Fields School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Emma Taplin

The Deputy Designated Safeguarding Lead is: Laura Bigginton, Nisha Kholia, Darren Gadsby

The optimal scenario 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 senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to 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 or college.

It is important that all Avanti Fields School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL or DDSL 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 Safeguarding Policy - via blue forms on site or via email to DSL or DDSL as outline in the emergency Safeguarding procedures.

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 the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the CEO of Avanti Schools Trust: Nitesh Gor

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

### **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 Avanti Fields 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

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

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.

### **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, Avanti Fields School 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 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

Where Avanti Fields 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.

Avanti Fields 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 163 of KCSIE.

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

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

Avanti Fields School 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.

### **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 referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the MAT code of conduct.

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

Teaching and learning communication will take place as per Avanti Fields remote learning protocols. This includes daily tutor time for all students, and regular google meet tutorials. Staff may also wish to record lessons / instructions for students using powerpoint or screencast.

Below are some things to consider when recording virtual lessons and when hosting google meets, especially where webcams are involved:

- Tutorials and google meets provided for groups only – no one to one
- Staff must wear suitable clothing
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or neutral with no personal items visible.
- Recordings should be kept to a reasonable length of time – 15 minutes for tutorials and tutor google meets.
- Language must be professional and appropriate



- Staff must only use Google Classroom or platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record all google meets and staff should keep a register on TEAMS which includes all students have attended

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

Avanti Fields School is committed to ensuring the safety and wellbeing of all 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 CPOMS, as should a record of contact have made.

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

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

This plan must be reviewed regularly (at least once a fortnight) 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.

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

### **Supporting children in school**

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

Avanti Fields School will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Avanti Fields 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.

Avanti Fields 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.

Where Avanti Fields School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust.

### **Peer on Peer Abuse**

Avanti Fields School 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 on CPOMS and appropriate referrals made.

Appendix a

#### **AVANTI FIELDS EMERGENCY SAFEGUARDING PROCEDURES DURING SCHOOL CLOSURE**

##### **Aim:**

- Ensure all students have contact from staff, at least once per working day.
- Meaningful learning can continue at home.
- All vulnerable children/families have additional contact and support with any concerns reported and recorded.

##### **Vulnerable students**

- Phone contact with family and child every three days as per DSL/ DDSL rota
- Payment of FSM through bank account/vouchers
- Liaising with all necessary professionals as usual.
- Attending any planned review meetings, unless advised otherwise.
- Use of CPOMS to record and report.
- Use of home visits where phone contact unable to confirm (- whilst possible )

##### **Teachers:**

- Contact details available through Arbor
- Daily tutor time contact through google meets
- No personal information of pupils to be taken from the premises (paper copies etc)
- Any cause for concerns to be recorded and reported through blue form or email to safeguarding leads
- Email concerns unless there is an immediate danger/ safety risk call to E. Taplin or L. Bigginton

### **Logistics**

- FSM payment to be made through bank transfer – where bank transfer not possible food vouchers to be provided.
- Home visits will be taken by x2 staff, at least one will be designated child protection, this will be doorstep visits and ensuring all necessary health and safety precaution observed but children MUST be seen.
- Liaise with LSCPB if unable to make home visit for assistance from duty Social worker - safe and well check
- Clear recording of families supported/ attending and available for home visits and support.

**It is essential that there is maintained contact between staff, always seek advice if concerns raised.**

**Personal numbers MUST NOT be shared with parent/carers.**

**Contact details below if immediate safeguarding concerns:**

**E. Taplin: 07395795598**

**L. Bigginton: 07808525557**

**Leicester's Children Safeguarding partnership boards: 01164541004**