

## Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government](#) and local agencies.

## The current school position and local advice

At present we have a DSL on site each day regardless of the children in. There is a system in place to administer welfare calls to check on the vulnerable children.

We have got 2 lists; list 1 are those students with a Social Worker and list 2 are the students regarded as vulnerable.

With regards to List 1, we have been in touch with the Social Worker and we are very clear who is responsible for checking on the welfare and safety of the child.

With regards to List 2, we have identified the frequency of the welfare calls required.

Every call made to the child is logged.

We have notified the LA which children have a Social Worker.

## Reporting arrangements

The school arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is: Vanessa Mehta [vmehtha@manorhigh.leicvs.sch.uk](mailto:vmehtha@manorhigh.leicvs.sch.uk)

The Deputy DSLs are: Nick Handley [nhandley@manorhigh.leics.sch.uk](mailto:nhandley@manorhigh.leics.sch.uk), A Ghani [aghani@manorhigh.leics.sch.uk](mailto:aghani@manorhigh.leics.sch.uk), V Booth [vbooth@manorhigh.leics.sch.uk](mailto:vbooth@manorhigh.leics.sch.uk), S Wale [swale@manorhigh.leics.sch.uk](mailto:swale@manorhigh.leics.sch.uk) and L King [lking@manorhigh.leics.sch.uk](mailto:lking@manorhigh.leics.sch.uk).

The school's approach ensures the DSL or a Deputy DSL is always on site while the school is open. In the unusual circumstance this is not possible the DSL or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are as normal but all case workers will have a back- up case worker or contact. All contact details are on our CPOMs system.

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure:

Social care has adapted how they deliver services to provide continued support and protection to our most vulnerable children. They are taking steps to find new ways of keeping in touch with children and families who are working with us and may need help at this difficult time.

The Front Door services are continuing to prioritise referrals to respond to protect children who are at immediate risk of harm.

Telephone our First Response Children's Duty Team if you have urgent concerns about a child who needs a social worker or police officer today:

Call 0116 305 0005 (24 hour phone line)

## **Identifying vulnerability**

We have undertaken a scoping exercise to identify the most vulnerable children.

All DSLs discussed all children on our CPOMs and we identified our list.

We have put in place specific arrangements in respect of the following groups:

See attached sheet for further details:

- Looked After Children – in touch regularly with the family and Social Worker
- Previously Looked After Children – N/A
- Children subject to a child protection plan – In touch with the Social Worker, responsibility clear.
- Children who have, or have previously had, a social worker – In touch with the Social Worker, responsibility clear if these children do not attend school. There is an expectation that children with a social worker **must** attend school (or another school by arrangement), unless in consultation with the child’s social worker and family it is agreed this is not in the best interests of the child.
- Children with an EHCP – we are contacting these children every 3 days and also in contact via email with the parents.
- Children on the edge of social care involvement or pending allocation of a social worker – welfare calls to the child if not in work. Where required these children will be offered a place at school (or another school by arrangement).
- Other children the school considers vulnerable. More children may be added to this group in response to concerns raised with the DSL. These children can be offered care at school if required.

Each of these children has an individual plan which has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups have specific arrangements around contact and support from the school.

- Children of key workers who may attend school
- Children at home - in touch via calls and also with the inclusion team at the LA.

The plans in respect of each -child in these groups should state how often they are to be reviewed.

## Holiday arrangements

We aim to provide care during normal school hours for children of key workers and vulnerable children over the Easter break.

## Attendance

The school is following the [attendance guidance issued by government](#). Where a child is expected and does not arrive the school will follow our attendance procedure and make contact with the family. If contact is not possible by 9:30am the DSL must be informed. The DSL will attempt a range of methods to contact the parent (Skype, FaceTime, through a relative etc) but if necessary arrange a home visit by the school or another appropriate

agency. A risk assessment will be undertaken to consider manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.

The school will also follow the attendance procedure if contact proves impossible with children at home. We will alert the CME team at the LA if no contact can be made.

### **Staff will be aware of increased risk**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, [poverty](#), and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both [children](#) and their [parents and carers](#), informing the DSL about any concerns.

### **Peer on peer abuse**

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the [signs of peer-on-peer abuse](#), including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

We also address the issue of peer-on-peer abuse in our remote learning curriculum via PSHE.

### **Risk online**

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of [cyberbullying](#) and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure [appropriate filters and monitors are in place](#)
- Our governing body will [review arrangements](#) to ensure they remain appropriate
- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly.

- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Staff will be advised on the [20 safeguarding considerations for livestreaming](#) prior to delivering any livestreamed sessions
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
  - [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 carers 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
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

## **Allegations or concerns about staff**

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged. Please see the existing policy.

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## New staff or volunteers

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a [written risk assessment](#) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).
- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The school will update the Single Central Record

## New children at the school

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely **before** the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some

unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Governors on 30<sup>th</sup> March 2020 and is available on the school website.