

**Annex 1- Safeguarding and child protection arrangements at Sir William Ramsay School in response to Covid-19** (Created following DfE guidance and advice shared by Buckinghamshire County Council)

**Updated 9/6/20 to reflect Phased Return to schools from 15<sup>th</sup> June**

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Keeping children safe in education is a statutory duty for all schools and the safety and welfare of all children remains a priority. The principles within Keeping Children Safe in Education (KCSiE) 2019 and our Safeguarding Policy still apply.

School staff must act immediately on any safeguarding concerns and must remain vigilant for any signs of abuse.

School staff are aware that new safeguarding concerns may arise as schools begin a phased return and students resume some face to face contact with staff.

It remains the responsibility of all staff to report any concerns they may have for the safety and/or welfare of children with whom they have contact. If any member of school staff or member of the school community has a safeguarding concern for a student, they must report this to a DSL or DDSL by speaking to them immediately then reporting via myconcern.

There will always be a DSL or DDSL on school site Monday-Friday (Including over the holidays if we are open). They can be contacted using the emergency mobile number during school hours (07909894977). Where a trained DSL (or deputy) is not on site, a designated senior member of staff will assume responsibility for safeguarding on site.

This number has been shared with our vulnerable children and their families, should they need support from the safeguarding staff during school hours and is published on the school website.

If you feel a child is at risk of harm or abuse, please report directly to First Response on 0800 999 7677 or call the Police on 101 or 999.

Safeguarding staff at school continue to work with Social Care to remotely attend scheduled meetings following social distancing guidance in place by the Local Authority. Child Protection files will be kept up to date and information shared with relevant agencies where appropriate.

**How do we identify a vulnerable child?**

The government have identified vulnerable children as a key group of students for schools to support in school during periods of closure and/or a phased return. All vulnerable children known to our school will be expected to attend, so long as they do not have underlying health conditions that put them at risk. Risk Assessments are in place where required and these are shared with Buckinghamshire County Council and Parents.

Vulnerable children are those supported by a social worker or have an Education Health and Care Plan. At Sir William Ramsay school we adopt a flexible approach in the identification of

a vulnerable student, to include for example those on the edges of receiving social care support and children who are young carers. We have been in contact with families that fall into this group and provision has been made for these children.

School will continue to notify social workers of children who do not attend. Families will not be penalised for non-attendance.

#### Arrangements in place for children coming into school:

- School remains a safe place for our vulnerable children and those whose parents are keyworkers and is open from 8.30 until 2.50pm Monday to Friday
- The school site is secure during school hours- normal procedures for visitors and contractors coming onto site remain in place
- A DSL or DDSL is on site every day. In the event this may not be possible, due to staff illness or social isolation, this responsibility will be delegated to a member of the senior leadership team
- All staff involved with supervising the children are members of school staff and appropriate safeguarding checks have been made. Staff to student ratios are appropriate, to maximise safety
- School will follow government guidance for education and childcare settings on how to implement social distancing and follow the advice from Public Health England on handwashing and other measures to limit the spread of COVID 19
- Where staff and students from other local schools are coming onto our school site, a written letter of assurance will be obtained from the Head Teacher of the other setting to ensure school staff have appropriate safeguarding checks in place. Staff that would usually be based in another setting, will be informed of the DSL and DDSL's and made aware of the systems in place for reporting concerns. Staff at the other setting will be responsible for the safeguarding of their students
- Students expected to attend school are registered daily; this is reported to the Department for Education. A record of attendance is maintained on SIMS. Contact will be made with all parents and carers of students expected in school that do not attend.
- Parents of children attending school are given a mobile number, so emergency contact can be made during the day.
- A plan is also in place for those vulnerable children not attending school. A weekly welfare call is made to check in with the child. These children have been given a mobile number to call should they need to speak to a DSL, this number is accessible during school hours.
- In all circumstances, where a vulnerable child is not attending school, or stops attending school, the social worker is informed.
- For children with an Education Health and Care Plan that wish to attend school, a risk assessment will be carried out to decide if this is a suitable option or if their needs

could be safely met at home. School will work closely with parents and carers, alongside other professionals as appropriate.

### Keeping safe online:

- As learning moves online, it is more important than ever that staff and students take steps to ensure they remain safe online
- Any communication between staff and students needs to be through school based methods of communication: school email addresses, Microsoft Teams or Show my Homework. Normal staff code of conduct and school behavioural policy applies with regards to communication between staff and students at these times
- Online learning tools and systems are in line with privacy and data protection/GDPR requirements
- Students also need to be aware that peer on peer abuse could become more common at this time. This involves children abusing other children and can take many forms (e.g. bullying, sexting, sexual harassment). For any child that is a victim of peer on peer abuse during school closures, this needs to be reported to a member of the safeguarding team immediately. The names and email addresses of key staff can be found on the school website or you can call the school emergency safeguarding number. All incidents will be taken seriously, and actions will be made in line with school policy
- Students are aware that they must report any concerns they have when working online to their parents and school staff immediately. Advice on how to report harmful content online can be found here:

<https://reportharmfulcontent.com/>

- If lessons are to be delivered virtually, please ensure you follow the guidance below:
  - Online lessons should be carried out through Microsoft TEAMS only. There have been some worries about the online safety of some other companies like Zoom. Please be aware that TEAMS is not 100% secure either.
  - Lessons must be clearly scheduled and the whole class must be invited. Make it clear that if not enough people join, it will not be allowed to run. You must let your line manager know when you are running classes.
  - Keep a record of the lessons, date, time and students who attended..
  - You must not do 1-2-1 lessons with students. If only one student comes online for lesson you must shut the lesson down. **You must never be online “alone” with a student.**
  - **The only exception to this is with year 12 Tutorials and year 12 welfare checks- these can go ahead with small groups or even on a 1:1 basis as these are timetabled by school.**
  - Lessons must be carried out within the normal school day of 8.30am to 2.50pm. Weekend, evening and early morning online lessons are not allowed.
  - The lessons must be curriculum based, not a social activity or catch up.
  - A recording of online lessons will be kept so there is a record to go back to if needed. This is in accordance with advice given to school by the Local Authority, as well as

the NSPCC. Students will be informed a recording will be taken at the start of every online lesson. If they do not wish to be recorded, they will need to leave the lesson. This will be for school records only. **Please note the entire recording is visible to all members of the meeting in the chat function and on Microsoft Sway. The recording will be deleted after 6 months.**

- Please shut down any conversations that are not appropriate and let your line manager know if you feel anything inappropriate was said.
- If a chat function is enabled, staff need to monitor this is being used appropriately by students. Any inappropriate comments need to be reported to the appropriate member of staff.
- Be aware that students will be able to “see” your home. Make sure that what they can see in the background is limited and professional – no personal photos etc. You also need to make sure that you are not disturbed by anyone in your household. Please ensure you are wearing suitable clothing.

### Mental Health:

- Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers at SWR are aware of this and considerations are made with respect to the expectation of work to be completed by students during the school closures.
- Appropriate support is in place for children of keyworkers and vulnerable children attending school. School staff are aware of how a child’s emotional state can present in different behaviours and report any concerns to senior staff immediately.
- Pastoral Managers also continue to support students remotely, using email.
- Signposts to support agencies are included in the weekly staff and student newsletters, as well as on the school website.

### Concerns over actions of other staff:

- Should staff have concerns that the actions of another member of staff have caused harm to a child, poses a risk of harm to a child or they have committed a criminal offence, this must be reported to the DSL/DDSL or Head Teacher immediately.
- Please refer to the school’s Whistleblowing Policy for more details.
- If this is not possible or appropriate, this must be reported directly to the Local Authority Designated Officer (LADO) on 01296 382070

### Safer Recruitment:

- The recruitment process has temporarily changed to remote or telephone interviews to enable us to continue with recruitment.
- Relevant documentation to the post is being scanned or emailed.

- We have been advised by the DBS that they have made **temporary** changes to the ID Checking Guidelines as a result of the coronavirus outbreak to enable DBS applications to continue to be processed.
- These changes will enable ID to be verified either by video link or through sight of a scanned document. The applicant will then be required to produce the original documents when they first start their employment or volunteering role.