PENNTHORPE – POLICY ADDENDUM
SCHOOL CLOSURE ARRANGEMENTS
FOR SAFEGUARDING & REMOTE LEARNING DURING COVID-19

ISI Code:	School Closure Arrangement for Safeguarding and Remote Learning during COVID-19
Policy Author:	Headmistress
Date Reviewed by Author:	6th January 2021
Next Review Date:	August 2021 (or in the event of further lockdowns)

1. CONTEXT:

This document serves as an addendum to Pennthorpe's Safeguarding Policy and has been written to provide further guidance during the period of closure, determined by COVID-19.

From 20th March 2020 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. The lockdown was further replicated from 7th January 2021.

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.

This addendum of the Pennthorpe School Safeguarding Policy contains details of our individual safeguarding arrangement. Alexia Bolton, the Headmistress, will haveoverarching responsibility for the quality and delivery of remote learning and will liaise regularly with the DSL.

From 4th January 2020 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. Remote provision has been provided for all other children and is live for the majority of the time with some recording for specific subjects or Early Years children.

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.

School opening is currently set as:

Department for Education

Return dates for primary and secondary schools and colleges in England

Year group	w/c 4 Jan	w/c 11 Jan	w/c 18 Jan
Exam years (years 11 and 13)	Prioritise remote education	Return to school	Continue at school
Primary (years 1-6)	Return to school with some local exceptions*	Continue at school with some local exceptions*	Continue at school with some local exceptions*
Secondary / college (years 7-10 and 12)	Prioritise remote education	Prioritise remote education	Full return to school with some local exceptions*
Primary / secondary vulnerable and critical worker	Return to school	Continue at school	Continue at school
Special school	Return to school encouraged	Continue at school	Continue at school
Alternative provision	Return to school	Continue at school	Continue at school

* In some local areas, under the contingency framework students will have remote education except for exam years and vulnerable and critical worker children.

Special schools for primary years should continue to allow pupils to attend full time.

This addendum of the Pennthorpe Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Pennthorpe is in Tier 4.

2. KEY CONTACTS:

Role	Name	Contact number	Email
Designated Safeguarding Lead & Headmistress	Lydia Waller	01403 822391	lwaller@pennthorpe.com
Deputy Designated Safeguarding Lead	Alexia Bolton	07551 830202	head@pennthorpe.com
Deputy Designated Safeguarding Lead	Vicky Daley	01403 822391	vdaley@pennthorpe.com
Deputy Designated Safeguarding Lead	Kylie McGregor	01403 822391	kmcgregor@pennthorpe.com

Deputy Designated Safeguarding Lead	Ant Falkus	01403 822391	afalkus@pennthorpe.com
Chair of Governors	Mrs Julie Kapsalis	01403 822391	bursar@pennthorpe.com

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.

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. Social workers will be notified about vulnerable children who need to self-isolate to agree the best way to maintain contact and offer support to the child.

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.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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.

Pennthorpe 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 Lydia Waller, 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 Pennthorpe will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Pennthorpe or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

4. ATTENDANCE MONTORING:

Local authorities and education settings do not need to complete their usual day to day attendance processes to follow up on non-attendance.

Pennthorpe and social workers will agree with parents/carers whether children in need should be attending school. Pennthorpe will then follow up on any pupil that they were expecting to attend, who does not. Pennthorpe will also follow up with any parent or carer who has arranged care for their child/children and the child/children subsequently do not attend.

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

5. DESIGNATED SAFEGUARDING LEAD:

Pennthorpe has a Designated Safeguarding Lead (DSL) and five Deputy DSLs, four of whom are named on this document.

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. 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.

It is important that all Pennthorpe staff 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. All staff teaching remotely, will be able to access the DSL or any of the named Deputy DSL's via email.

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

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. All staff are required to report any concern using the 'My Concern' software. All staff, including new staff, have received full training and an induction on how to use this software.

Staff are reminded of the need to report any concern immediately and without delay. Staff continue to have the ability to make a referral direct to MASH. The details of how to do this are outlined in the school's Safeguarding Policy.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Head. If there is a requirement to make a notification to the Head whilst away from school, this should be done verbally and followed up with an email to the Head.

Concerns around the Head should be directed to the Chair of Governors, via the Bursar as Clerk to the Governors.

7. SAFEGUARDING TRAINING & 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 attempts will be made to undertake the relevant training via an online facility, if this is available.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

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 Safeguarding Policy, confirmation of local processes and confirmation of DSL arrangements.

8. SAFER RECRUITMENT, VOLUNTEERS & 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, Pennthorpe will continue to follow the relevant safer recruitment processes for their setting, outlined in the school's Safer Recruitment and Selection Policy, including, as appropriate, relevant sections in Part 3 of Keeping Children Safe in Education (2019) (KCSIE).

Pennthorpe has determined that it will not, at least initially, make use of volunteers to conduct mass testing when required. Should it choose to do so, all checks as outlined in the Safeguarding Policy and in the Safer Recruitment and Retention Policy will be strictly adhered to.

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.

Pennthorpe 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 and in the school's Safeguarding Policy.

Pennthorpe 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 will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Pennthorpe will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. ONLINE SAFETY IN SCHOOL:

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

Where pupils, specifically children of critical and key workers are using I-Pads, tablets, laptops and computers in school, appropriate supervision will be in place.

10. ONLINE SAFETY AWAY FROM SCHOOL:

Pennthorpe will do what it reasonably can to keep all children safe when learning from home. In most cases, the majority of children will not be physically attending the school. 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 detailed above and in line with the school's Safeguarding Policy. Where appropriate, referrals should be made to MASH and as required, the police.

When teaching online, the same principles are outlined to both staff, parents and pupils, as set out in Pennthorpe's Behaviour Management and Sanctions Policy.

Pennthorpe has reviewed all policies related to online learning including the Acceptable Use Policy and Online Safety Policy. The school has produced an amended version of the Staff Code of Conduct to support staff in remote teaching and a Pupil Code of Conduct for all children to outline the school's expectations of pupils when engaging in online learning. This has been issued to all parents from Y3 to 8 with a requirement to return a receipt of acceptance. All children have read and understood the expectation of this document at the beginning of each lockdown period, with their Form Tutors, at the start of the period.

11. SUPPORTING CHILDREN NOT IN SCHOOL:

Pennthorpe is committed to ensuring the safety and wellbeing of all its children.

Where the DSL/Deputy 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 will ensure that a robust communication plan is in place for that child or young person, in conjunction with the Pastoral Assistant Head. A record will be kept of any contact made. The communication plans can include; remote contact, phone contact, door-step visits.

Pennthorpe and its DSL/Deputy DSLs 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/Deputy DSLs will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages. Pennthorpe 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 Pennthorpe need to be aware of this in setting expectations of pupils' work when they are at home.

Pennthorpe 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.

12. SUPPORTING CHILDREN IN SCHOOL:

Pennthorpe is committed to ensuring the safety and wellbeing of all its pupils. The school will continue to be a safe space for all children to attend and flourish. The Head will ensure that suitable staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Pennthorpe 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 COVID-19.

Pennthorpe 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.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders, they will discuss the concerns immediately with the Chair of Governors.

13. PEER-ON-PEER ABUSE:

Pennthorpe recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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 the school's Safeguarding Policy. The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded in the usual way and appropriate referrals made.