



Burstow Park School

COVID-19 Arrangements for Safeguarding and Child Protection

School name: Burstow Park School
Policy owner: Emma Slaughter

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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1. Context

School approach taken

Burstow Park School will take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining their child protection policy.

This is an addendum of the main Burstow Park School Safeguarding and Child Protection policy.

2. Key contacts

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Emma Slaughter	01293 226940 07415 738992	emmaslaughter@cornerways.org
Headteacher if not DSL or DDSL	As above		

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 are subject to a Child Protection Plan, a Child in Need Plan and those who are looked after by the Local Authority.

Those with an EHC plan will be risk-assessed, to decide whether they need to continue to be offered a school place 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.

Eligibility for free school meals in and of itself is not used as a determining factor in assessing vulnerability.

The Headteacher and Designated Safeguarding Lead know who the most vulnerable children on roll at school are.

Burstow Park School will 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 **David Wheatley (Assistant Head: Pastoral)**

Where parents are concerned about the risk of the child contracting COVID19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. In addition to this, the DSL will consider the challenges because of Covid-19 in a child protection context, and this is reflected in the child protection policy as appropriate.

4. Attendance monitoring for pupils placed by Surrey County Council

Expectations of an Education Setting to track, identify and action non-attendance of vulnerable children and Automated Tracking Mechanism

All professionals need to be mindful that there will be some examples where the current Covid-19 pandemic could be used by families as a reason to avoid contact from professionals when the family may not be symptomatic and to prevent identification of safeguarding issues.

Education settings must continue to follow their absence reporting procedures for all children. This includes additional requirements to notify LAs and Social Workers of the absence of children who are Looked After, In Need, or the Subject of a Protection Plan.

Expectations of the Social Work Team response to non-attendance

The social work team must act to contact the education setting to further inform their assessment of the risk to the child of non-attendance.

If a child is not presenting at an education setting because they are symptomatic or self-isolating it is essential that the social worker contact the education setting and any relevant partner (including Surrey Virtual School), to action arrangements for maintaining contact with the child and agree who will contact the child and how. It may be necessary for a Social Worker to act by visiting the child in person to establish their wellbeing

Keeping in touch with the child and the family during any isolation period is the responsibility of the team around that child. A clear plan for visiting (virtual or in person) must be made and acted upon by all partners. The team around the child partners must communicate to the Social Worker findings from each visit they undertake.

Due to the number of notifications it is not possible for social care to guarantee a response time, each response time will be based on the Social Work Team's analysis of risk.

If an education setting has significant concerns about a child's safety or wellbeing the education setting should ring the child's Social Worker for an urgent discussion. If the child's social worker is not available a discussion should be held with the Social Work Team Manager. If neither are available contact must be made with the Social Work Service Manager. If dis-satisfied with the response you get from the Social Work Team education settings must follow the [SSCP Inter- Agency Escalation Policy and Procedures](#).

Expectations of a SEND/Vulnerable Learner Team response to non-attendance

Where a child with an EHCP has a Social Worker, the process above will be followed by the Social Work Team.

If a child is not presenting at an education setting because they are symptomatic or self-isolating it is essential that the Vulnerable Learner Service contact the education setting to inform them of this and act to establish the ongoing point of contact while the child is not attending the education setting.

Where circumstances change the education setting should act to ensure any changes to risk are notified to the Local Authority in a timely manner (within 24 hours of being informed of the change) via the SEND Team area email address.

Where any professional continues to have concerns about the safety of a child, they should email a Children's Services Request for Support Form to: cspa@surreycc.gov.uk or contact the C-SPA on 0300 470 9100.

5. Designated Safeguarding Lead

Burstow Park School has a Designated Safeguarding Lead (DSL)
The Designated Safeguarding Lead is **Emma Slaughter**.

A member of the DSL team will always be available during school hours. 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.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated senior member of staff will assume responsibility for co-ordinating safeguarding on site. At Burstow Park School, this nominated senior member of staff is **David Wheatley**.

This might include liaising with the offsite DSL 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.

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, this includes making a report to the child's home LA's Multi Agency Safeguarding Hub / Children's Social Care Services. 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 continue to follow our normal procedures and alert the Headteacher immediately.

In dealing with **allegations or concerns against an adult**, staff must:

Report any concerns about the conduct of any member of staff or volunteer to the **Headteacher immediately**.

If an allegation is made **against the Headteacher**, the concerns need to be raised with the **Proprietor** as soon as possible. If the Proprietor is not available, then **the LADO** should be contacted directly.

There may be situations when the Headteacher or Proprietor will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.

Once an allegation has been received by the Headteacher or Proprietor they will contact the LADO on 0300123 1650 option 3 LADO Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.

Following consultation and advice from the LADO inform the parents of the allegation unless there is a good reason not to.

In liaison with the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2019) and the SSCP procedures.

7. Safeguarding Training and Induction

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 (2019). 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 our 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

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.

8. 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, Burstow Park 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.

Where School makes use of 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.

Burstow Park 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, in line with advice from the LADO where appropriate.

Burstow Park 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

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, Burstow Park School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

9. Online safety in schools and colleges

Burstow Park School will continue to provide a safe environment, including online. This includes the use of appropriate filters and online monitoring systems. Where children are using computers in school, appropriate supervision will be in place.

10. 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.

Burstow Park School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDP requirements. Below are key areas considered when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Burstow Park School to communicate with pupils
- Staff should record, the length, time, date, and attendance of any sessions held.

11. Supporting children in school

Burstow Park School is committed to ensuring the safety and wellbeing of all its students. Burstow Park School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Burstow Park 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.

12. Peer on Peer Abuse

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**, and appropriate referrals made.

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.