



COVID-19 school closure arrangements for Safeguarding and Child Protection during amalgamation.

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Chairs Signature:	

## Context

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.

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 Bedford Hall Methodist Primary School and Westleigh Methodist Primary School's Safeguarding, and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

BHM/WLM			
Role	Name	Contact Number	Email
Designated Safeguarding Lead	Amy Burkes	01942 672614	<a href="mailto:a.burkes@acorntrust.org.uk">a.burkes@acorntrust.org.uk</a>
Deputy Designated Safeguarding Lead	Lisa Whittaker Anna Ganley Adrian Hewitt		<a href="mailto:l.whittaker@acorntrust.org.uk">l.whittaker@acorntrust.org.uk</a> <a href="mailto:a.ganley@acorntrust.org.uk">a.ganley@acorntrust.org.uk</a> <a href="mailto:a.hewitt@acorntrust.org.uk">a.hewitt@acorntrust.org.uk</a>
Headteacher	Amy Burkes		<a href="mailto:a.burkes@acorntrust.org.uk">a.burkes@acorntrust.org.uk</a>
The Trust Safeguarding Lead	Julie-Ann Hewitt		<a href="mailto:ceo@acorntrust.org.uk">ceo@acorntrust.org.uk</a>
Chair of Governors	Kevin Meredith		<a href="mailto:k.meredith@acorntrust.org.uk">k.meredith@acorntrust.org.uk</a>

BHM/WLM			
Role	Name	Contact Number	Email
Designated Safeguarding Lead	Xanthe Moragrega	01942 702967	<a href="mailto:x.moragrega@acorntrust.org.uk">x.moragrega@acorntrust.org.uk</a>
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Headteacher	Xanthe Moragrega		<a href="mailto:x.moragrega@Acorntrust.org.uk">x.moragrega@Acorntrust.org.uk</a>
The Trust Safeguarding Lead	Julie-Ann Hewitt CEO		<a href="mailto:ceo@acorntrust.org.uk">ceo@acorntrust.org.uk</a>
Chair of Governors	Dawn Lancashire		<a href="mailto:d.lancashire@acorntrust.org.uk">d.lancashire@acorntrust.org.uk</a>

### Other Contacts

Duty Team: 01942 828300

***Bedford Hall Methodist Primary School and Westleigh Methodist Primary School have amalgamated to facilitate child care across the Trust. This provision is being run from BHM/WLM. References will be made towards this throughout the following information.***

### 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.

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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

***Senior leaders, especially the Designated Safeguarding Lead (and deputy) from Bedford Hall Methodist Primary School and Westleigh Methodist Primary School know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support. School leaders will liaise regarding any children who they feel need to attend so all are aware of the child and their needs.***

BHM/WLM 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:

***BHM: Amy Burkes (DSL/ Headteacher) in collaboration with Adrian Hewitt (Pastoral Manager).***

***WLM: Xanthe Moragrega (DSL/Headteacher) in collaboration with Sarah Williams (Pastoral Manager)***

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 BHM/WLM staff will explore the reasons for this directly with the parent.

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

BHM/WLM will encourage our vulnerable children and young people to attend a school, including another school if needed.

***DSLs from both schools will remain in close contact throughout the amalgamation and will ensure all staff necessary are aware of the individual needs of all vulnerable children. This will include specific needs as outlined in an EHC plan, names of social workers, Start Well Workers or any other essential services.***

### **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.

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

***Headteachers in both schools will work closely with senior leaders to ensure registers are kept up to date and accessible to all via Teams online so that it is clear each day how many children are expected to attend.***

***The designated admin person will complete the daily registers and submit these to the DfE daily. The designated safeguarding lead on site will be responsible for completing the vulnerable children register in collaboration with pastoral staff that is submitted daily to the local authority via [k.biggin@wigan.gov.uk](mailto:k.biggin@wigan.gov.uk).***

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

***To support the above, BHM/WLM will, when communicating with parents and carers at drop off times will confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. This will be completed by the designated admin staff member in each team.***

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, BHM/WLM will notify their social worker. ***Admin staff are aware of all vulnerable children and will notify headteachers/ pastoral staff if they fail to turn up to school when expected.***

### **Designated Safeguarding Lead**

BHM/WLM have a Designated Safeguarding Lead (DSL) and several Deputy DSLs. **These can be found in key contacts on page 2.**

***BHM/WLM and Westleigh Methodist Primary School have amalgamated to facilitate child care across the Trust. This provision is being run from BHM/WLM. Staff from across The Trust have been placed into working teams.***

***Within each of the working teams there is a nominated and 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.

***It is important that all BHM/WLM staff and volunteers 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. This information can be found on the rota for each of the 4 teams.***

The DSL/ Pastoral Managers 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, this includes making a report via CPOMS, which can be done remotely.

***If a member of WLM staff has a concern about a BHM child or vice versa, they should speak to the DSL on site or contact an off site DSL immediately where this isn't possible.***

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Lead. This will ensure that the concern is received. **See contact information on page 2.**

Staff are reminded of the need to report any concerns immediately and without delay.

***Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher immediately, in person where possible or via telephone. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. Headteachers will liaise closely with one another where necessary.***

Concerns around the Headteacher should be directed to the Chair of Governors:

BHM: Mr Kevin Meredith (k.meredith@acorntrust.org.uk)

WLM: Mrs Dawn Lancashire (d.lancashire@acorntrust.org.uk)

The Acorn Trust will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

New face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. Online training remains available via online via **SSS Learning Ltd**

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. Where possible the online training should be completed.

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 Bedford Hall Methodist Primary School (including on behalf of Westeligh Methodist Primary School), they will continue to be provided with a safeguarding induction. The Acorn Trust have taken the decision that recruitment or staff and volunteers will not take place unless absolutely necessary during this period under Covid 19 measures.***

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 of staff within the Acorn Trust, schools should seek assurance from the Acorn Trust HR Manager, Jayne Quenby, that the member of staff has received appropriate safeguarding training. The Single Central Record will be updated accordingly.***

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, BHM/WLM 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 (2019) (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 BHM/WLM 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 allowed to begin work in regulated activity.

BHM/WLM 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.

BHM/WLM 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, BHM/WLM will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE particularly in relation to WLM staff working within BHM. Staff are required to sign in and out of school daily.***

### **Online safety in schools**

BHM/WLM 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 via the use of SENSO software. Pupils will be provided with individual log in details to ensure monitoring of individuals can take place.***

***SENSO will be checked regularly by BHM/WLM school leaders as per the monitoring outlined in the Online Safety Policy and the Safeguarding Policy.***

### **Children and online safety away from 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 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 Acorn Trust staff code of conduct.

BHM/WLM will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

***Currently BHM/WLM are not using online tools to deliver virtual lessons via webcams however the guidance below is for reference is this situation changes.***

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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. This includes correspondence over the web, for instance comment boxes or emails.
- Staff must only use platforms provided by The Acorn Trust to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

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

BHM/WLM are committed to ensuring the safety and wellbeing of all of their 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.

#### ***Each school will have their own plan.***

Details of these plans must be recorded on CPOMS, as should a record of contact that has been made.

***The communication plans can include; remote contact and phone contact. Any door-step visits must be referred to Social Care, individual Social Workers, Start Well Workers or to the police to complete a Welfare check. These contact methods should always be recorded on CPOMS.***

***BHM/WLM leaders and 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 will consider any referrals as appropriate.

***The schools will share safeguarding messages on their website and social media pages.***

BHM/WLM 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 BHM/WLM need to be aware of this in setting expectations of pupils' work where they are at home.

BHM/WLM 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.



## **Supporting children in school**

BHM/WLM is committed to ensuring the safety and wellbeing of all its students.

***Bedford Hall Methodist Primary School will continue to be a safe space for all children to attend and flourish including those of Westleigh Methodist Primary School. The Headteachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.***

BHM/WLM 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.

BHM/WLM 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 Headteachers and other school leaders have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with CEO.

## **Peer on Peer Abuse**

BHM/WLM 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

## **Support from the Acorn Trust**

The Acorn Trust Central Safeguarding Lead, **Julie-Ann Hewitt**, will provide support and guidance as appropriate to enable the DSLs to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Acorn Trust will also provide regular group and individual supervision sessions. This may take the form of an online meeting.