

## **Annex 1**

**Please note that, over the next few months, there will be an increase in the number of children returning to school. For those children, once they are back in school, the normal 2019 – 2020 safeguarding policy will apply; however, there will also need to be additional, temporary arrangements, whilst social distancing is still in place. This addendum captures those additional arrangements and includes safeguarding procedures for those children who remain at home.**

**COVID-19 school arrangements for Safeguarding and Child Protection at:**

**School/College Name: Oakfield Lodge School**

**Policy owner: Gemma Bailey – Head Teacher**

**Date addendum agreed: 5<sup>th</sup> June**

**Date of addendum update: today**

**Date shared with staff: today**

**Date updated document shared with staff: 5<sup>th</sup> June**

### **1. Context**

This addendum of the Oakfield Lodge Safeguarding and Child Protection policy outlines our practice during the current crisis; should this change over time it will be updated to reflect those changes. This addendum contains details of our individual safeguarding arrangements in the following areas:

- Attendance of children in school
- Attendance monitoring
- Designated Safeguarding Lead
- Supporting children attending school
- Supporting children not in school
- Reporting a concern
- Safeguarding Training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety
- Peer on Peer Abuse
- Radicalisation and Extremism

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Gemma Bailey	01270 685626	head@oakfieldlodge.cheshire.sch.uk
Deputy Designated Safeguarding Lead/s	Tracey Chambers Nicholas Richards	01270 685626	<a href="mailto:t.chambers@oakfieldlodge.cheshire.sch.uk">t.chambers@oakfieldlodge.cheshire.sch.uk</a> n.richards@oakfieldlodge.cheshire.sch.uk
Headteacher	Gemma Bailey	01270 685626	head@oakfieldlodge.cheshire.sch.uk
Trust Safeguarding Manager			n/a
Chair of Governors	Ian Southern	01270 685626	chair@oakfieldlodge.cheshire.sch.uk
Safeguarding Governor / Trustee	Lloyd Willday		lwillday@adelaideschool.net

### Attendance of children in school:

In line with current DfE and Cheshire East guidance, the attendance in school of Vulnerable children, children and young people up to the age of 25 with Education, Health and Care (EHC) plans, children who have a parent who is identified as a critical worker and, over time, specific year groups, is encouraged, where it is appropriate for them; that is, where there are no shielding concerns for the child or their household e.g. where they are self-isolating or are clinically vulnerable.

Vulnerable children include those who have a social worker e.g. children who are Children in Need, those who have a Child Protection Plan and those who are Cared For (Looked after by the Local Authority). A child may also be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

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 it is safer for them to have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services.

Senior leaders, especially the Designated Safeguarding Lead, and Deputy DSL and Safeguarding team, 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.

Oakfield Lodge School will continue to work with others to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for Cared For and previously Cared For children. The lead person for this will be: Gemma Bailey – Head Teacher.

### **Attendance monitoring:**

Where a parent chooses not to send their child to school we will ascertain the reason for this and will ensure it is recorded; following this up, over time, as necessary.

We expect all our families to notify us if their child is unable to attend on a particular day so staff can explore the reason with them and offer support as appropriate.

Where a child has been in school but has stopped attending and the parent has not notified us, checks will be carried out in line the Oakfield Lodge School attendance policy.

Where a Vulnerable child does not attend/stops attending, we will notify the relevant professionals including Social Workers and Family Support Workers; liaising with practitioners and the family to remove any barriers. School will continue to link in with the child e.g. doorstep visit, phone call etc. to ensure their continued well-being.

In line with updated guidance, we will resume daily recording of attendance and will continue to submit daily attendance information to the DfE.

Oakfield Lodge School has ensured that we have confirmed that emergency contact numbers are correct with parents and we have asked for any additional emergency contact numbers where they are available.

### **Designated Safeguarding Lead:**

Oakfield Lodge School has a Designated Safeguarding Lead (DSL) and a Deputy.

The Designated Safeguarding Lead is: Gemma Bailey

The Deputy Designated Safeguarding Lead is: Tracey Chambers and Nicholas Richards.

We aim to have a trained DSL (or deputy) available on site at all times; we are aware though that, in the current situation, this might not always be possible. Where this is the case a trained DSL (or deputy) will be available to be contacted via phone or online video link - 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. This might include updating and managing access to safeguarding records (paper format or an online

management system such as CPOMS), liaising with the offsite DSL (or deputy) 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 Oakfield Lodge School.

All staff and volunteers will be made aware of the DSL and Deputy and, if necessary the senior leader who is assuming responsibility for co-ordinating safeguarding on site; and how to contact them on any given day.

The DSL/Deputy DSL and Safeguarding team will continue to engage with social workers, and attend all multi-agency meetings (many of which will be remotely).

We are aware that there may be additional concerns for the DSL to deal with e.g. records to update, agencies to liaise with and new/emerging concerns; we have therefore put the following measures in place to support them with this potentially increased workload : Increased capacity in the safeguarding team.

### **Supporting children attending school**

Oakfield Lodge 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.

We 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.

Where Oakfield Lodge School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Head Teacher – Gemma Bailey, and the local Authority.

We recognise that children may present differently when they return to school than they did prior to the lock-down; this does not mean that they have been in abusive situations; however, staff will be alert to the signs of abuse and will take appropriate action should they become aware of it. Staff and volunteers will be alert to new safeguarding concerns about individual children and in relation to children where there have never been concerns raised previously.

We have the following in place to ensure that all children have someone to talk to about their experiences of lockdown : Weekly contact home, regular form tutor contact with students. Access to school staff via email and telephone.

Where a member of staff is teaching children, who they do not normally come into contact with, the following is in place to ensure they are familiar with any safeguarding concerns relating to those children. All school policies and procedures can be found here, on our website : <https://oakfieldlodge.cheshire.sch.uk/about-us/policies/>

We have asked parents and carers to advise school of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns

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

Oakfield Lodge School is committed to ensuring the safety and wellbeing of all its children; including those children who are not attending school.

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.

Details of this communication plan will be recorded in the safeguarding file/CPOMS, and a record of contact will be made.

The communication plans can include; remote contact, phone contact, doorstep visits etc. Other individualised contact methods should be considered and recorded.

Oakfield Lodge School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

The Oakfield Lodge School will regularly share safeguarding messages on its website, social media pages and will send these out as communications to parents.

Oakfield Lodge School recognises that school is a protective factor for children and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Oakfield Lodge School are aware of this in setting expectations of pupils' work where they are at home. They take appropriate action should any concerns arise including signposting to relevant support agencies, initiating an Early Help assessment or consulting with ChECS or adult social care.

### **Reporting a concern**

Where staff have a concern about a child, regardless of whether that child is in school or at home, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a written record of the concern.

In the unlikely event that a member of staff cannot access the Record of Concern Form or CPOMS from home, they should email the DSL/Deputy DSL/Safeguarding team and the Head Teacher. This will ensure that the concern is received.

All 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 report the concerns to Gemma Bailey – Head Teacher. 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 Head Teacher – Gemma Bailey.

Concerns around the Headteacher should be directed to the Chair of Governors: Ian Southern, [chair@oakfieldlodge.cheshire.sch.uk](mailto:chair@oakfieldlodge.cheshire.sch.uk).

Communications which include sensitive data should be sent in a secure means e.g. Egress

All staff have been reminded of the requirement to record disclosures / concerns on the schools recording format. Oakfield Lodge School continue to use CPOMS, this can be accessed by all staff remotely to support effective safeguarding.

### **Safeguarding training and induction:**

For the period that 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).

All existing school staff have had safeguarding training; including an annual refresher; they have all read and signed Part 1 of Keeping Children Safe in Education (2019).

The following arrangements have been made to refresh staff knowledge around safeguarding prior to them returning to work : Scies refresher level one training issued on 1<sup>st</sup> June to all staff. In addition, the DSL has communicated with all staff the 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 Oakfield Lodge School, they will continue to be provided with a safeguarding induction.

Where staff are moved/offer support to another school, the school should seek assurance from their home school that the member of staff has received appropriate safeguarding training and a record will be kept of this.

Upon arrival, staff and volunteers will be given a copy of the receiving setting's Safeguarding and Child Protection Policy, the COVID-19 addendum 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, Oakfield Lodge School will continue to follow the relevant safer recruitment processes for our 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.

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

Where Oakfield Lodge School 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 left unsupervised or allowed to work in regulated activity.

Oakfield Lodge 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.

Oakfield Lodge 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency it is essential, from a safeguarding perspective, that we as a school are aware, on any given day, which staff/volunteers will be in Oakfield Lodge School, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges and for those children working at home**

Oakfield Lodge School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers in school, appropriate supervision will be in place; advice has also been given to parents around internet safety and is available on the school website or via our Twitter feed: <https://oakfieldlodge.cheshire.sch.uk>, and @OFL\_PRU.

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 will 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 Oakfield Lodge School code of conduct.

Oakfield Lodge School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. As there is no expectation that teachers should live stream or provide pre-recorded videos we have considered the approaches that best suit the needs of our children and staff and therefore we are working with a DFE approved provider of Google classrooms to ensure our online learning is robust, safe and effective.

We have made parents and carers aware of what their children are being asked to do online, including the sites they will be asked to access. In addition we have made it clear who from the Oakfield Lodge School (if anyone) their child is going to be interacting with online. Parents have been made aware of sources of support and advice around internet safety for children.

Below are some things staff have been told 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.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held and overview of content.

In addition staff supporting remote learning have been told that they must record whether any safeguarding issues were noted. If concerns were reported/observed staff will record the detail of this and the date/time these were shared with the DSL as per normal safeguarding reporting processes.

An essential part of our online planning process has been to ensure that children who are being asked to work online have very clear reporting routes in place with Oakfield Lodge School so they can raise any concerns whilst online. As well as reporting routes back to the Oakfield Lodge School we have signposted children to age appropriate practical support from:

- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse
- [Childline](#) - for support

### **Peer on Peer Abuse**

Where we receive a report of peer on peer abuse, staff will follow the principles as set out in part 5 of Keeping Children Safe In Education and of those outlined within our Safeguarding and Child Protection Policy.

The Oakfield Lodge School will listen and work with the child, parents/carers and any multi-agency partner required ensuring the safety and security of that child.

Concerns must be shared with the Designated Safeguarding Lead as per normal safeguarding reporting processes and actions must be recorded.

### **Radicalisation and Extremism**

We are aware that the impact of COVID-19 on communities may give individuals and extremist organisations opportunities to promote hateful or harmful narratives. This may present in the form of graffiti, leafleting and stickering that is of an extremist nature. As a school we will consider the impact this material may have and encourage pupils to share any concerns if they feel worried, upset or anxious.

The Oakfield Lodge School will report any concerns and take advice from:

**Prevent Referrals:** 01606 362147