

TANFIELD SCHOOL

SAFEGUARDING POLICY ADDENDUM

RESPONSE TO COVID-19

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

Keeping Children Safe in School is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.

Whilst acknowledging the pressure that the school is under, it remains essential that as far as possible we continue to be safe places for children. This guidance supports staff so they can continue to have appropriate regard to KCSIE and keep children safe. Due to the current situation regarding COVID-19, the safeguarding policy and process Tanfield School operates, will be applied differently when compared to business as usual.

The way school is currently operating in response to coronavirus (COVID-19) and is fundamentally different to business as usual. However, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- the designated Safeguarding Lead (DSL) or deputy will be available via email or telephone.
- it is still essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children.
- children should continue to be protected when they are online.

Tanfield School will, as far as is reasonably possible, will take a whole school approach to safeguarding. This will allow the school to be satisfied that any new policies and processes in response to COVID-19 are not weakening the school's approach to safeguarding or undermining Tanfield School child protection policy.

CHILD PROTECTION POLICY

During this unprecedented period the safeguarding policy will not accurately reflect new arrangements in response to COVID-19. Therefore, the has reviewed

and revised the child protection policy and it will be kept under review as circumstances continue to evolve.

Therefore, this COVID-19 addendum summarises any key COVID-19 related changes that supports the whole school policy. Any updated advice received. Tanfield School will continue to:

- publish updated advice received from local authorities regarding children with education, health and care plans (EHCP) , the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.
- issue advice on what staff and volunteers should do if they have any concerns about a child.
- Highlight the importance of all staff and volunteers acting and acting immediately on any safeguarding concerns
- Update arrangements for the DSL (and deputy).
- Work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.
- Monitor and report peer on peer abuse - given the very different circumstances the school is operating
- Advise what staff should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns)
- monitor arrangements to support children the school is concerned about who do not meet the 'vulnerable' definition
- monitor arrangements to keep children not physically attending the school, especially online and how concerns about these children should be progressed.

The addendum of this policy will be made available publicly.

DESIGNATED SAFEGUARDING LEADS (DSLs)

- The DSL or deputy from the Tanfield School can be available to be contacted via phone, email or online via Google Hangout Meet while working from home.

When the DSL or deputy is not on site, a named member of staff who is on site will be acting as DSL. The member of staff on site will liaise 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 school.

Whatever the scenario, it is important that all school staff have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them. This information can be located on the whole school calendar.

VULNERABLE CHILDREN

Ensuring that vulnerable children remain protected is a top priority for the school. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plan (read more in the [guidance on vulnerable children and young people](#) for further information).

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access school. There is an expectation that children with a social worker will attend school, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

As a school, The Senior leaders, especially DSLs (and deputies) know who our most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

School staff should continue to work with and support social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

ATTENDANCE

Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Tanfield Schools and social workers should be agreeing with families whether children in need should be attending education provision – and the school will then follow up on any child that they were expecting to attend, who does not. The Schools will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. To support the above, Tanfield School will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their social worker.

The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows the schools to provide accurate, up-to-date data to the department on the number of children taking up places.

During the normal school day staff will record which students are accessing online lessons and work in the google Classroom. Any student not virtually attending will be recorded in a shared register on the school platform. The "COVID-19" register will be monitored regularly by SLT, DSL, Deputy DSL and Year Managers.

Contact home will be made to those students not accessing lessons/resources on line.

SAFER RECRUITMENT

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. In the recruitment to new staff Tanfield School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 Tanfield School is utilising volunteers, The School will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Schools and colleges must continue to follow their 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.

The 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. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that Tanfield 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, The 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,

MENTAL HEALTH

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff should be aware of this in setting expectations of students' work where they are at home. The DFE is providing separate guidance on providing education remotely.

Where the school is providing for children of critical workers and vulnerable children on site, Tanfield School will ensure appropriate support is in place for them.

Support for students in the current circumstances will include the use of KOOTH and access to the school counsellor via a Google Meet. It is advised that staff do not have one to one sessions with students. If this is necessary then the video conference should be recorded and the student should be aware of this. Guidance on [mental health and behaviour in schools](#).

CHILDREN AND ONLINE SAFETY AWAY FROM SCHOOL.

It will be more important than ever that Tanfield School provides a safe environment, including online. The Schools will continue to monitor systems where possible.

The School is doing what it can reasonably do to keep all of its students safe. In most cases, the vast majority of students 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 per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police (see the School's COVID-19 register for quick access to contact details)

The DFE has provided separate guidance on providing education remotely. It has set out 4 key areas that schools should consider as part of any remote learning strategy.

The starting point for online teaching should be that the same principles as set out in the school's staff handbook. This policy amongst other things includes acceptable use of technologies, staff student relationships and communication including the use of social media.

The policy will apply equally to any existing or new online and distance learning arrangements which are introduced. Tanfield School will, as much as is reasonably possible, consider if its existing policy adequately reflects the new reality of so many children (and in some cases staff) working remotely online. As with the child protection policy, an addendum summarising key COVID-19 related changes will be shared with staff.

The School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process the school will ensure that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

As well as reporting routes back to the school staff this will also signpost children to age appropriate practical support from the likes of:

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

Tanfield School is likely to be in regular contact with parents and carers. These communications will also be used to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked

to access and be clear who from the school (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. Tanfield Schools will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Level of risk
Red Zone
Vulnerable children (as identified within government and local guidance) Looked After Children Children with a Child protection plan Child in need Complex need High risk pupils without external key worker EHCP depending if there are any concerns in relation to vulnerability
Amber Zone

Education Health Care Plan (EHCP)

Pupils with additional issues

Early Help

Social, emotional and mental health concerns

Green Zone

Key workers children

Pupils who regularly attend school and have no other significant concerns

WHAT TO DO ...

RED ZONE

IF PARENT/CARER CONTACTS THE SCHOOL TO SAY THE CHILD WILL NOT BE ATTENDING?

On first day of absence school should follow their normal procedures.

School should make the key worker/lead professional aware.

IF PARENT/CARER CONTACTS THE SCHOOL TO SAY THE CHILD WILL NOT BE ATTENDING FOR A PERIOD OF MORE THAN 3 DAYS OR THE PUPIL HAS BEEN ABSENT FOR 3 DAYS IN SUCCESSION?

Child with external key worker

School should inform the key worker/lead professional and discuss if the family require a safe and well check.

School and external key worker will risk assess each case.

Child without external key worker

School should undertake a safe and well check

Staff to check initially whether anyone in household self-isolating

IF THE PARENT/CARER INFORMS THE SCHOOL THAT THEIR CHILD(REN) WILL NOT BE ATTENDING SCHOOL/PROVISION?

The government have said 'this is an offer to parents and carers and there is no requirement for parents and carers to send their children to school if they do not need or wish to do so.

CHILD WITH EXTERNAL KEY WORKER

School should inform the key worker/lead professional for them to discuss with parent/carer.

CHILD WITHOUT EXTERNAL KEY WORKER

School should contact to discuss reasons why the family do not want the child to attend.

ON-GOING CONTACT

School should assess case by case, all families should be contacted at least weekly to check on their wellbeing.

AMBER ZONE

School to undertake regular safe and well telephone calls. (School to decide how regular would be the contact based on a case by case basis)

GREEN ZONE

Designated staff (Year managers) will make routine contact to ensure well-being via email, text and phone calls.

INFORMATION TO BE SHARED WITH ALL FAMILIES WITHIN THE SCHOOL COMMUNITY

Tanfield School will promote contact numbers and emails that parents can contact if they have any concerns. School will ensure contact details are up to date.

School will regularly share information and updates with parents via website, emails, text messages and social media. Information would include:

- Community support groups
- Government guidance
- Public Health England
- Foodbanks

ADDITIONAL POINTS TO CONSIDER

- No 1:1s, groups only. If you are in a position where a student wants to speak to you 1:1 inform them that you are unable to do so. If they disclose something to you during this point then follow the normal safeguarding procedures and where possible record the meeting.
- Staff and students must wear suitable clothing, as should anyone else in the household if the video is on.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- If you are concerned, live classes can be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.
- Where possible staff should not use personal phones to contact students.
- If staff do need to use their phone, ensure you use '141' or the alternative pre-number to ensure the number is withheld prior to making calls on their personal telephone.
- Where possible always have the phone on speaker when speaking to students and ask for parents to be present
- Ensure contact made with children/parents is recorded on the central spreadsheet and shared with appropriate staff to ensure consistency

MICRO-SCRIPT FOR STAFF:

Hello just checking how are things?

How is/are the student?

Is there anything that you need advice on?

Have you seen the latest updates on?

Are you getting the school updates?

Remember if you have any concerns please contact us

FOLLOW UP SUPPORT FOR STAFF

During conversations, staff may be given information that is uncomfortable for them, such as bereavements, welfare issues. If there is any information you feel is of a sensitive nature please ensure that appropriate staff are informed. Can the staff who has received the information please speak to Steven Clough, Chris Jones or Sarah Johnson to talk through any issues if you require any support.