



COVID-19 arrangements for safeguarding and child protection at Cadmore End CofE School

School name: Cadmore End

Policy owner: D Groom

Date: 10.4.2020. Reviewed 14.9.20. Reviewed 5.1.21. Reviewed 5.1.21

Date shared with governors and trustees: 14.4.20 (Approved at GM 16.4.19) 5.1.21

Date shared with staff: 14.4.20 (Approved at whole staff meeting on 20.4.20) 5.1.21

The safety and welfare of all children must always be Cadmore End's priority and the principles within the Keeping Children Safe in Education (KCSiE) 2019 and our CP Policy still apply.

Designated Safeguarding Lead

Role	Name	Phone	Email
Designated Safeguarding Lead (DSL)	Mrs Debbie Groom	01494 881460	head@cadmoreendschool.org
Headteacher if not DSL or DDSL			
Deputy Designated Safeguarding Lead (DDSL)	Mrs Hannah Lawfull	01494 881460	hlawfull@cadmoreendschool.org
Chair of Governors/Trustee	Mrs Jackie Day	01494 881460	jday@cadmoreendschool.org
Safeguarding Governor/Trustee	Mrs Jackie Day	01494 881460	jday@cadmoreendschool.org

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 - for example when working from home.

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

Responsibilities

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via e-mail, virtual teaching, through a phone call or directly with the child.

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

A written notification, Letter of Assurance, will be obtained from a setting or school if any of their staff members come to work at Cadmore End and a risk assessment will be put in place.

Any volunteers coming into Cadmore End, will be subject to relevant checks being completed 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. A risk assessment will be put in place on an individual basis.

Any staff or volunteers, carrying out duties in this school, who are usually based in another setting, will read the school's Child Protection Policy and KCSIE 2019, Part 1 and annexe A. They will be informed of who the DSLs are and made aware of the school and local procedures for reporting concerns.

Induction to safeguarding training will be completed by the Headteacher for any volunteers who are not familiar with our school.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that Cadmore End is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Cadmore End will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Our DSL and Headteacher, Mrs Debbie Groom, will ensure that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of all students within Cadmore End and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

The DSL and Headteacher, Mrs Debbie Groom, will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

All staff have the DSL and Headteachers personal contact and work details and are to report via phone any concerns. The informant needs to write the information up and send via secure email. Class teachers must check in with every child once a week whilst the school is closed. The deputy DSL and SENCO, Mrs Hannah Lawfull is responsible for overseeing teachers contact with pupils who are on the SEN register and the DSL and Headteacher, Mrs Debbie Groom, is responsible for maintaining contact with all families of pupils on CIN/CP plans and RGT families.

All staff continue to have a duty to report any concerns about the conduct or actions of any other member of staff. This report will be made to the Headteacher or Chair of Governors in accordance with the school's Whistleblowing Policy.

Vulnerable children

Vulnerable children include:

- Children who have a social worker
- Children with Child in Need (CIN) Plans
- Children on Child Protection (CP) Plans
- Looked after children
- Young carers
- RGTs
- Disabled children
- Pupils with Education, Health and Care (EHC) Plans (0-25)

Cadmore End CofE School is a small school with one full time senior leader (headteacher) and two part time senior leaders who works 4 days a month. Due to the size of our school. We can only offer mornings only (9am – 12pm). This allows teachers to provide remote learning for all children.

Children who are known to our school and are deemed to be vulnerable will be encouraged to attend Cadmore End. If a parent chooses to keep their child at home, they will be supported weekly by the child's class teacher and SENCO via email, phone or video link.

Cadmore End recognizes those children who are a concern, but do not meet the criteria to be classed as a vulnerable child. These children will be invited to come into school. If a parent chooses to keep their child at home, they will be supported weekly by the child's class teacher and SENCO via email, phone or video link.

The Headteacher will be involved in weekly communication with the Deputy DSL and the Safeguarding Governor to ensure that procedures in place are carried out. These procedures involve weekly phone calls/emails/video chats with all parents/carers and pupils. All teachers keep a log of all communications that take place during a child's absence due to COVID. These are emailed to the Headteacher.

Where the school is unable to make contact, doorstep visits will take place, however these will be subject to a full risk assessment including advice on appropriate PPE and should only be carried out by the Headteacher accompanied by another professional.

Pupils who have an EHCP will be encouraged to attend Cadmore End. If a parent chooses to keep their child at home, they will be supported weekly by the child's class teacher and SENCO via email, phone or video link.

Cadmore End 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 for looked-after and previously looked-after children. Cadmore End will regularly review CP/CIN cases to determine vulnerability and prioritise resources accordingly. The lead person for this will be: Mrs Debbie Groom

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers at our school are aware of this in setting expectations of pupils' work whilst they are at home. Cadmore End will refer to the separate guidance on providing education remotely. Please refer to our [Remote Learning Policy](#)

The government guidance mental health and behaviour in schools will be referred to in order to support mental health issues that can bring about changes in a child's behaviour or emotional state, which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Support for pupils and students in the current circumstances will include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. Further advice on support can be found on schoolsweb at <https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-mental-health-and-well-being/>

Online Safety

All staff are aware of the Cadmore End On-line Safety Policy, however during this period of the COVID-19 outbreak, there are other aspects of on-line safety that need to be considered.

All staff at Cadmore End must be reminded to familiarise themselves with the following policies:

- Staff code of conduct

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.

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

Cadmore End will make contact with all pupils once a week to discuss learning with the parent's consent. Strict rules are in place to ensure both pupils and staff are safe when communicating via email, telephone and video conferencing. These are shared with the parent/carer BEFORE communication with a child commences.

Video conferencing

The teacher needs to ensure that they have an email from the parent that agrees the following:

- A mutual convenient day and time (school hours 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 child is with a parent at all times during the video chat
- Language must be professional and appropriate, including any family members in the background

The teacher will inform the headteacher about any video calls that will take place and an overview at the end of each video call.

Telephone

The teacher needs to ensure that they have an email from the parent that agrees and consents to the following:

- A mutual convenient day and time (school hours only)
- The child is with a parent at all times during the chat and that the child is on loudspeaker

The teacher will inform the headteacher about any calls that will take place and an overview at the end of each call.

Email

The teacher is only allowed to communicate using their work email to the parent/carers email address. The teacher will need to do the following:

- Only email to the parent/carers email
- Only send emails during working hours
- Copy in head@cadmoreendschool.org at all times
- Seek permission if the teacher would like to use a particular photo/video submitted by the parent

Parents will be reminded that staff will respond to emails within 24 hours school days only.

Safe Remote Learning

Guidance from the UK Safer Internet Centre on safe remote learning and from the London Grid for Learning on the use of videos and livestreaming is available which could help plan online lessons and/or activities and deliver them safely.

Cadmore End 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 school, children will be signposted to age-appropriate practical support from, for example:

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

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In the communications with parents and carers, Cadmore End 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 carers 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.

These can all be found on our dedicated COVID19 page on our Cadmore End website.

Supporting children not in school

Cadmore End and its Headteacher will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed weekly during our whole school staff meetings and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

Peer on Peer Abuse

Cadmore End recognises that during the closure a revised process is required for managing any report of such abuse and supporting victims. Our COVID19 page on our school website informs pupils and parents the procedures to report any concerns. There is guidance for both parents and pupils in staying safe online.

Cadmore End recognises that during the period of school closure, children may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include:

Sexting

Online abuse

Peer-on-peer grooming

Distribution of youth involved sexualised content

Harassment

Where a school receives a report of peer on peer abuse, it will be addressed promptly and appropriately, following 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 child, parents/carers and multi-agency partners, including a report to the police, if required, to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

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.

For those children where it has been agreed between Cadmore End, social workers and parents/carers that children will be attending school, the school will follow up on any pupil who does not arrive at the agreed time.

Cadmore End 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.

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

To support the above, Cadmore End will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

The Department for Education 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 schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Children moving schools

If any children are attending another setting, all relevant welfare and child protection information will be shared with that school. All relevant contacts, including social care contacts will also be shared with the school.

For looked-after children, any change in school must be led and managed by the Virtual School Head. The receiving school must be made aware of the reason the child is vulnerable and any arrangements in place to support them.

The receiving school will have access to a vulnerable child's EHC Plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible Virtual School Head is). All medical information must be shared with the receiving school and suitable arrangements made for any children requiring medication to be administered. A risk assessment and protocol will be drawn up to cover individual cases. Contact telephone numbers will be shared with any receiving school. Wherever possible this will take place prior to the child arriving or as soon as possible following their arrival.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders must take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR this legislation does not prevent the sharing of information for the purposes of keeping children safe. School must follow the advice about information sharing that can be found at paragraphs 76-83 of KCSIE.

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

If staff are working from home they will be asked to email confirming the above.