SAFEGUARDING & CHILD PROTECTION POLICY

Addendum

COVID-19 school closure arrangements for Safeguarding and Child Protection at

Temple Moor High School

School Name: **Temple Moor High School**

Policy owner: Stuart Huddleston

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1. 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. From Monday 15th June, students in Years 10 and 12 will also be invited into school for some face-to-face interaction.

This addendum of the Temple Moor High School (Red Kite Learning Trust) Safeguarding, and Child Protection policy contains details of our additional safeguarding arrangements during the Covid-19 pandemic.

2. Key contacts

RKLT

Role	Name	Contact Number	Email
CEO	Richard Sheriff	01423 574410	info@rklt.co.uk
Trust Safeguarding Lead - Interim	Neil Renton	01423 531127	nxr@harrogategrammar.co.uk
Safeguarding Trustee	Tricia Stowell	01423 574410	info@rklt.co.uk

Temple Moor High School

Role	Name	Contact Number	Email
Principal	Matt West		westm@rklt.co.uk
Chair of Governors	Adam Brown	Available from (hinchliffej@tmhs.rklt.co.uk)	
Designated Safeguarding Lead	Stuart Huddleston	0113 390 0770	huddlestons@tmhs.rklt.co.uk
Deputy Designated Safeguarding Lead	Andy Beecroft	0113 390 0770	beecrofta@tmhs.rklt.co.uk

3. Other Key Contacts:

Children's Services Education Safeguarding Team **0113 3789685**

Email: estconsultation@leeds.gov.uk

Children's social work service duty and advice team **0113 3760336**

Email: childscreening@leeds.gov.uk

Emergency Duty Team (Out of hours) **0113 5350600**

Email: childrensEDT@leeds.gov.uk

Prevent Team	**0113 5350810**
Email: prevent@leeds.gov.uk	
LADO service	**0113 3789687**
Email: lado@leeds.gov.uk	
Leeds Schools Crisis line	**0113 3783645**
CLUSTER: Lisa Oxley	**https://tncp.co.uk/about-us/contact-us**

4. Vulnerable children

As outlined in government guidance published in January 2021 vulnerable children and young people are defined as those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
    - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
    - adopted children or children on a special guardianship order
    - those at risk of becoming NEET ('not in employment, education or training')
    - those living in temporary accommodation
    - those who are young carers
    - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
    - care leavers
    - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

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

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

Temple Moor High School 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(s) for this will be: Mr S Huddleston and Mr A Beecroft.

The offer to attend school is extended to all identified vulnerable children who have a social worker, so long as they do not have underlying health conditions that put them at increased 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 school will explore the reasons for this directly with the parent and this will be recorded.

Where parents are concerned about the risk of the child contracting COVID-19, TMHS or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

TMHS will encourage our vulnerable children and young people to attend a school, including remotely if needed.

5. Attendance monitoring

In mainstream schools, all secondary-age pupils who are not expected to be in school during the weeks commencing 4 and 11 January 2021, should be recorded as 'code X'.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

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

TMHS 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.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, TMHS will, when communicating with parents/carers and carers, 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, TMHS will notify their social worker.

To support the above, TMHS will, when communicating with parents/carers and carers, 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, TMHS will notify their social worker.

6. Designated Safeguarding Lead

TMHS has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr S Huddleston

The Deputy Designated Safeguarding Lead is: Mr A Beecroft

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.

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 and/or to carry out statutory assessments at the school.

It is important that all TMHS 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.

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

7. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the RKLT Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Principal and the Trust Safeguarding Lead. This will ensure that the concern is received.

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 concern to the Principal. If there is a requirement to make a notification to the Principal, Mr M. West, whilst away from school, this should be done verbally and followed up with an email to the Principal (westm@rklt.co.uk).

Concerns around the Principal should be directed to the Chair of Governors (Mr Adam Brown, governors@tmhs.rklt.co.uk) and/or CEO of RKLT (Mr R. Sheriff).

All staff must follow Part 4 of Keeping Children Safe in Education (2020) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff. The case manager must use the local authority designated officer (LADO) notification form (see Appendix 13 of local authority model safeguarding model child protection policy) in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their school's HR Advisor/provider/contact. The completed LADO notification form must be sent to lado@leeds.gov.uk within one working day of the allegation being made.

The education safeguarding team manager (Raminder Aujla raminder.aujla@leeds.gov.uk) will continue to offer support in the process of managing allegations.

8. 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 (2020). 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 a TMHS, they will continue to be provided with a safeguarding induction and training. The local authority education safeguarding team child protection training offer can be accessed remotely through https://www.leedsforlearning.co.uk/

Upon arrival, new staff will be issued with the statutory safeguarding documents as outlined in Part One of Keeping Children Safe In Education 2020 including a copy of TMHS Safeguarding and Child Protection Policy, Guidance for Safer Working Practice for staff working in educational settings, Behaviour Policy, Children Missing Education procedures, Online Safety Policy including Acceptable Use and confirmation of local processes and confirmation of DSL arrangements.

9. 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, RKLT schools 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. https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines

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 TMHS is utilising volunteers (including for mass testing), 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. Undertaking COVID testing on children directly who are unable to do this themselves will meet the regulated activity requirement.

TMHS 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 179 of KCSIE (2020).

TMHS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE (2020) 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, RKLT schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE (2020). All staff employed to conduct mass testing are added to the SCR.

10. Online safety in schools and colleges

TMHS 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.

11. Children and online safety away from school and college

It is important that all staff who are interacting with children, including online, continue to look out for signs that 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 Guidance for Safer Working Practice (including Covid-19 Addendum issued in April 2020) for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).

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

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

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Where staff are working remotely any technology used for communication should be in appropriate areas, staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings.
- TMHS reserve the right for staff members to record live streamed sessions with pupils as a log of the activity. By joining the learning session parents give permission for this to happen.
- The purpose of any potential recording of live sessions would be so that the video can be reviewed if any issues were to arise.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Recording of live sessions may be particularly appropriate when there is only one member of staff on the call and no 'supervising' second adult is available on the feed.
- Where live streams are to be recorded, this is reflected in communication with staff, parents and children.
- 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 to communicate with pupils.

Online teaching should follow the principles as set out in received communication from SLT. Namely, that TMHS staff should be using Class Charts and GCSEPod to set student work.

Two-way messaging between staff and students via Class Charts is available for KS3 and KS4. Students will understand that this is to ask questions related to their work. Where inappropriate

messages are received please 'lock' the message thread and notify the relevant Pastoral Officer. Parents will continue to use the app.

It is an expectation that all work set has some form of audio input to explain the content or task. Please indicate within your instructions on Class Charts how this audio can be accessed (the resource it is embedded in or the name of the attachment).

From Monday 18th January 2021, staff will start to provide LIVE lessons to students via MS Teams to compliment the existing remote learning within Class Charts. The expectations for student behaviour have been published on the website and via the MyEd app to parents. They are as follows:

- All student cameras and microphones must be off before entering the lesson.
- The microphone maybe used when instructed to do so by the teacher.
- Students must be in an appropriate location where they cannot be disturbed, nor in their bed.
- Students must be fully clothed, with their shoulders covered.
- Students, nor anyone else in their home, should attempt to record or screenshot any part of the lesson.
- Use the chat box function to communicate with your teacher, including asking for help If you do not understand something or need clarification.
- TEAMs chat functions are not to be utilised to contact other students, even if your communication is about the work.
- MS TEAMs is strictly for learning and communication with your teacher.
- When typing and sending any text in the chat function this must always been done in an appropriate manner with **no derogatory language or obscene images**
- Students must not have any photo or inappropriate image in their Office 365 profile photo. They must only have their initials on show.

Feedback, not marking, must be provided to all students. However, this does not need to be written or individual feedback on every occasion. Staff are encouraged to use MS Forms for Low Stakes Testing which provides immediate feedback or will provide whole class feedback in your next task.

Additionally, for students who have no access to IT and where SLT have identified a specific need which necessitates alternative methods of contact to support their learning, it is permissible for them to do their work on paper and send a photo to their teacher via TMHS email addresses, in order that they may also receive feedback.

KS5 students may liaise with their teachers through TMHS email addresses (students and staff).

Staff must not use any other platforms for online interactions with students. That includes the avoidance of all learning platforms, with and without webcams usage.

12. Supporting children not in school

TMHS is committed to ensuring the safety and wellbeing of all its 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.

Details of this plan must be recorded, as should a record of contact have made.

The communication plans can include, remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

TMHS and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

TMHS will share safeguarding messages on its website and social media pages.

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

RKLT 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.

13. Supporting children in school

TMHS is committed to ensuring the safety and wellbeing of all its students.

TMHS will continue to be a safe space for all children to attend and flourish. Each Headteacher/Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

TMHS 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.

TMHS 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.

Where TMHS has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the local authority education safeguarding team and/or health and safety team.

14. Peer on Peer Abuse

TMHS 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 discussed with a DSL, in line with school policy.

15. Mental Health and Well-Being

TMHS recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. Schools will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We provide appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. Schools will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

TMHS will continue to provide pastoral support to our pupils and seek advice from services when necessary about the universal and targeted offer around mental health and wellbeing. We will ensure that there is a plan in place for how any bereavements may be handled, including obtaining support services as appropriate.

Useful contacts/web links:

Child line: 0800 1111

www.childline.org.uk

www.nhs.uk

www.Mind.org.uk

www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips

www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak

www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/

https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing

www.mindmate.org.uk/

16. Staff who bring their own children into school due to a lack of suitable alternative childcare

In addition to advice issued centrally by the Local Authority on this issue: where these are pre-school children schools must also have regard to the Disqualification Regulations 2018: The Childcare (Disqualification) Regulations 2018 and Childcare Act 2006, which set out who is disqualified from working with children.

17. Support from the Local Authority

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.

18. The use of personal mobile phones.

In situations where staff have agreed to use their own personal mobile phone to contact families, staff must follow the guidance set out by school with regards to ensuring that personal numbers are not visible to parents and carers. Staff should not give parents/carers personal mobile telephone numbers as a point of contact. In an emergency situation, where this is deemed essential, specific permission must be granted by an appropriate senior leader.

Staff who require access to their mobile phone during the school day due to: test and trace notifications (for instances such as their own children who may require picking up due to collapsed bubbles etc..) will be required to follow the principles set out in the guidance for safer working practice. Mobile phones should be used in line with TMHS guidance and should not be used when supervising or teaching children. Staff should take reasonable steps to ensure they are not distracted from their duties by non-urgent alerts or notifications. Where staff receive urgent alerts related to the COVID track and trace NHS App or their own children's school they should follow school procedures to ensure continuity of supervision for any children in their care.