

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

| Version and Date | | Action / Notes |
|-----------------------------|--------------|--|
| 1.0 | March 2020 | |
| 1.1 | January 2021 | Updated due to schools partial closure Jan 2021 |
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| Date shared with all staff: | | |
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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.

This addendum of Dean Trust Wigan Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Key contacts

| Key Safeguarding Personnel | | | |
|--|--|--------------|---|
| Role | Name | Telephone | Email |
| Executive Headteacher | Mr James Haseldine | 01942 511987 | jameshaseldine@thedeantrust.co.uk |
| Designated Safeguarding Lead (DSL) | Mr Michael Floweth | 01942 511987 | michaelfloweth@deantrustwigan.co.uk |
| Deputy Designated Safeguarding Lead (DDSL) | Mr Ian Brown | 01942 511987 | ianbrown@deantrustwigan.co.uk |
| Nominated Governor/Trustee | Mhairi Birchall | 01942 511987 | Email for Clerk to Governors sstrong@deantrustwigan.co.uk |
| Chair of Governors/Trustees | Mr Conor Davis | 01942 511987 | Email for Clerk to Governors sstrong@deantrustwigan.co.uk |
| Designated Teacher for Looked After Children | Mr Michael Floweth | 01942 511987 | michaelfloweth@deantrustwigan.co.uk |
| The key safeguarding responsibilities within each of the roles above are set out in Keeping Children Safe in Education. | | | |
| Agency Contact Details | | | |
| Local Authority Designated Officer | Diane Kitcher | 01942 486042 | lado@wigan.gov.uk |
| Children's Social Care referrals | Duty Team | 01942 828300 | https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/ProfessionalReferralForm.aspx |
| Early Help Hub | StartWell | 01942 486262 | EHH@wigan.gov.uk |
| Wigan Safeguarding Children's Board | 01942 828300 (Child) 01942 828777 (Adult) 0161 834 2436 (out of hours) | | wscb@wigan.gov.uk |
| Link Social Worker | Barbara Brown | 01942 487170 | bbrown@wigan.gov.uk |
| CAMHS Link worker | Fay Wilson | 01942 775400 | fay.wilson@nwbh.nhs.uk |
| School Nursing / Health Visiting service | Jan Fisher | 01942 483739 | jfisher4@nhs.net |
| If you believe a child or young person is at immediate risk of significant harm or injury, contact the Police on 999 | | | |

3. 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) 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.

Dean Trust Wigan 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: Mike Floweth.

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 Dean Trust Wigan will explore the reasons for this directly with the parent.

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

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

Regular contact to all DTW pupils will take place to help identify any safeguarding concerns. All concerns must be recorded on CPOMS.

4. 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.

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

To support the above, Dean Trust Wigan will, when communicating with parents 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, Dean Trust Wigan will notify their social worker.

5. Designated Safeguarding Lead

Dean Trust Wigan has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mike Floweth

The Deputy Designated Safeguarding Leads are: Ian Brown, Deb Howard and Tracy Benjafield.

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 via the DSL and will have had appropriate SG training.

Senior staff with consultation from the DSL may update and manage the access to child protection online management system, CPOMS and 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 or college.

It is important that all Dean Trust Wigan staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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.

6. 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. In addition to the report on CPOMS it is vital that the member of staff also emails the PSM, HOY, DSL and DDSL to alert them to the concern.

In the unlikely event that a member of staff cannot access their CPOMS and email from home, they should ensure a phone call is made to the Designated Safeguarding Lead and Headteacher. 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 Headteacher. 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.

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

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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 Dean Trust Wigan, they will continue to be provided with a safeguarding induction.

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 within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

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.

8. 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, Dean Trust Wigan 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.

Where Dean Trust Wigan 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.

Dean Trust Wigan 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.

Dean Trust Wigan 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

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, Dean Trust Wigan will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools and colleges

Dean Trust Wigan 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.

10. Children and online safety away from school and college

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 MAT code of conduct.

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

11. Supporting children not in school

Dean Trust Wigan 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. Pupils have been identified using PSM and HOY knowledge. Information is then accessed daily and the pastoral team will make phone calls to pupils, parents/carers either on a daily, twice weekly or weekly basis dependent upon their level of need and risk.

Details of this plan must be recorded on CPOMS for pupils whom staff are concerned about with action. A record of contact that has been made will be recorded on the GoogleSheet below. Additionally to this, registers are taken for all pupils in school and accessing remote learning each day.

https://docs.google.com/spreadsheets/d/1dKZtTQao1_qWcQWSNrokZ0Yl8afMprmxXYfru_duYq8/edit#gid=1630007464

<https://docs.google.com/spreadsheets/d/1BysFB2EKVyuiFZahKD2R4gkqXkpBBz9tymBli9c6jJA/edit#gid=0>

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

Dean Trust Wigan and its DSL 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 school will share safeguarding messages on its website and social media pages.

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

Dean Trust Wigan 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.

12. Supporting children in school

Dean Trust Wigan is committed to ensuring the safety and wellbeing of all its students.

Dean Trust Wigan will continue to be a safe space for all children to attend and flourish.

The Executive Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Dean Trust Wigan 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.

Dean Trust Wigan 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 Dean Trust Wigan has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

13. Pupils sent home as part of a year group bubble or pupils who are self-isolating

Pupils who are self-isolating or whose year group bubbles have been sent home to isolate will be provided with work to be completed remotely. Work provided will either in the form of a paper work pack or work on line, which will be monitored by staff.

14. Peer on Peer Abuse

Dean Trust Wigan 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.

15. Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, onsite and remote support, accessing files etc for the purpose of quality assurance, support, guidance and direction when and where appropriate.

The MAT will also provide weekly contact with the DSL and/or individual and group support sessions when needed. This may take the form of an online meeting.