

## COVID-19 SAFEGUARDING ARRANGEMENTS

### Ferndown Upper School

**POLICY OWNER: Deputy Headteacher**

**DATE: 30/3/2020; updated 16/6/20**

**DATE SHARED WITH STAFF: 2/4/2020 updated 17/6/20**

**DATE FOR REVIEW: 30/7/2020**

**DATE REVIEWED BY GOVERNORS: 2/4/2020 updated 17/6/20**

From 20<sup>th</sup> March 2020 parents and carers 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.

It is important that schools remain safe places for children and this is why Ferndown Upper School is continuing 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 Annex forms part of Ferndown Upper School Safeguarding and Child Protection Policy and contains the Safeguarding provision for pupils being educated both on and off site during COVID-19.

The Safeguarding and Child Protection Policy of Ferndown Upper School remains fundamentally the same and continues to have regard for the Keeping Children Safe in Education Statutory guidance.

This Annex sets out the adjustments Ferndown Upper School is making in line with the changes to operational practice. This Annex has been produced in line with the Government Guidance contained in **Coronavirus (COVID-19): safeguarding in schools, colleges and other providers** - Published 27 March 2020.

The Annex will continue to be reviewed on a quarterly basis or as and when further Guidance is updated and issued by the Government.

## **1. Designated Safeguarding Leads**

Ferndown Upper School has a Designated Safeguarding Lead ('DSL') and a Deputy DSL.

**The Designated Safeguarding Lead is:** Jo Taylor

**Email address:** jotaylor@fernup.dorset.sch.uk

**Contact Telephone Number:** 01202 871243

Emergency contact number is held in reception for school staff

Staff and parents are directed to ChAD, 101 or 999 in an out of hours emergency – in line with school safeguarding procedure.

**The Deputy Designated Safeguarding Lead is:** Niki Nolan Ford

**Email address:** nicolanolan-ford@fernup.dorset.sch.uk

**Contact Telephone Number:** 01202 871243

In addition, Ferndown Upper School has put in place a measure to ensure that there is a dedicated and trained Safeguarding Team available to co-ordinate if either the DSL or Deputy DSL are unavailable at any time.

In the case whereby the DSL or Deputy DSL are unavailable to be onsite, the DSL or Deputy DSL will be available to be contacted via phone, email or online video whilst working from home, using the above contact details.

## **2. Critical Worker Definition**

Children with a parent or carer who is listed on the government's critical worker list should be considered for a school place, so long as their job cannot be done from home.

Many parents working within these sectors will be able to ensure their child is kept at home and every child who can be safely cared for at home should be, to limit the chance of the virus spreading.

## **3. Vulnerable Children Definition**

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education and people up to the age of 25 with education with health and care (EHC) plans.

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.

The DSL and or Deputy DSL will ensure that any child identified as vulnerable who is being educated off site, be that at a cluster school or at home, will have a welfare call carried out. The DSL or Deputy DSL will ensure that the welfare call is recorded in our vulnerable student tracking document and actioned appropriately and when necessary referred to other agencies.

Ferndown Upper School will respond to any updated advice received from local authorities regarding children with EHCPs, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

### **Children not meeting the ‘vulnerable definition’**

Ferndown Upper School will adopt the same procedure and practice for any child identified as vulnerable, that does fall into the statutory vulnerable category. This will include, as outlined above, a daily welfare call, whereby a member of school staff will speak with the child directly and record and action accordingly.

When carrying out welfare calls, it is important that staff speak directly to the child and not through a parent or carer.

### **4. The Role of the Local Authority**

Ferndown Upper School is following updated guidance from the Local Authority in response to COVID19. Ferndown Upper School is responding to any updates advice received from the 3 local safeguarding partners.

School staff will continue to work with and support children’s social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children

### **5. Safeguarding Clusters**

During COVID19 Ferndown Upper School will host cluster schools. The principles for safeguarding all students remain in place by providing a safe environment and keep children safe. Ferndown Upper School will adhere to our Safer Recruitment Policy and ensure staff and volunteers have been appropriately checked. Where possible, will ensure that we have a trained first aid responder and fire drill coordinator onsite. We will ensure that any transferred staff from other schools understand and receive an induction training into our in-house fire drill, evacuation, lockdown and first aid procedures.

### **6. Keeping Children Safe in Education**

This Annex has been drafted to ensure that Ferndown Upper School continues to have regards to Keeping Children Safe in Education.

The way in which Ferndown Upper School is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains Ferndown Upper School key priority;
- The best interests of children will always continue to come first;
- If anyone in Ferndown Upper School has a safeguarding concern about any child, they will continue to act and act immediately;
- A DSL or deputy will be available, either onsite or remotely;
- Staff will continue to use My Concern to record any concerns.
- Unsuitable people will not be allowed to enter the children’s workforce and/or gain access to children;
- Children will continue to be protected when they are online.

## Addendum 2 – COVID-19

All students are members of tutor group TEAMS, where engagement is checked daily. Through these, as well as newsletter to parents and students, advice is given on staying safe, especially online and how to access help if needed.

These updates are shared with staff, so all staff know how to continue to keep a child safe.

### **7. Attendance**

Ferndown Upper School is following the **Coronavirus (COVID-19): attendance recording for educational settings** – updated 26 March 2020. An attendance procedure is in place to notify the Local Authority and the DfE in line with daily requests.

In the case of social worker involvement, Ferndown Upper School will liaise where necessary with the child's social worker to agree with the families whether the child in need should be attending the education provision provided. In all circumstances where a vulnerable child does not take up their place at school or discontinues Ferndown Upper School will notify their social worker where contact has been unsuccessful.

If a child who is expected in school fails to attend, it will be followed up in accordance to Ferndown Upper School attendance policy and contact will be made with the parent, carer or social worker.

### **8. Children moving schools.**

Ferndown Upper School will provide any receiving institution with relevant welfare and child protection information. This will be especially important where children are vulnerable.

For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, 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 (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable.

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 SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe.

### **9. Reporting and Monitoring a concern**

Whether a child is educated at home, off site at a cluster school or in school, every member of staff and or volunteer hold a duty to report any concern they may have.

Ferndown Upper School continues to adhere to the reporting procedures as outlined in our Safeguarding and Child Protection Policy through My Concern.

## Addendum 2 – COVID-19

Due to an increase strain on families both financially and emotionally, in response to COVID19, there is an increased requirement for safeguarding vigilance, reporting and monitoring.

If a member of staff is reporting a concern remotely, they will follow the usual procedure of recording on My Concern.

### **10. Safer Recruitment, Volunteers and Movement of Staff**

Ferndown Upper School continues to follow the Safer Recruitment Policy to ensure that people who are unsuitable are not allowed to enter the school in order to gain access to children. If Ferndown Upper School recruits new staff or volunteers, we will uphold our Safer Recruitment practice, taking into account Part 3 of Keeping Children Safe in Education.

In response to COVID-19, the Disclosure and Barring Service (DBS) have implemented COVID19: Changes to DBS ID checking guidelines – 24 March 2020 which minimises the need for face-to-face contact.

With the COVID19 altered provision in place children could be at greater risk of abuse from staff or volunteers. Any concern will be reported immediately.

If Ferndown Upper School utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in our school especially those in regulated activity.

In the case of a cluster school, Ferndown Upper School will ensure that the temporarily transferring member of staff's DBS record is inspected. A record will be made and upheld on Ferndown Upper School single central record. The single central record will also be used to log details of any risk assessments carried out on volunteers and staff temporarily transferring from another school.

The Government have issue guidance, contained in **Coronavirus (COVID-19): guidance on vulnerable children and young people** - Updated 27 March 2020; that a workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children.

Ferndown Upper School will ensure that even with the cluster school arrangement it will be aware, on any given day, which staff/volunteers will be in the school and to ensure that appropriate checks have been carried out and photographic proof of identity will be held.

Any staff or volunteer new to Ferndown Upper School will complete a safeguarding induction.

### **11. Allegations or concerns about staff**

Ferndown Upper School will continue to adhere to the whistle blowing policy. Staff and volunteers are to follow the advice as stated in the school's safeguarding policy and code of conduct.

## **12. Mental Wellbeing**

At this unprecedented time staff, pupils, parents and carers may be experiencing severe stress and anxiety. Everyone reacts differently to events and changes in the way that we think, feel and behave vary between different people and over time. Teachers should be aware of this in setting expectations of pupils' work where they are at home and/or on site. Equally taking into consideration their own working arrangements and workload.

In response to COVID19 Ferndown Upper School continues to maintain its excellent safeguarding and pastoral support, with all details on the website at [www.fernup.dorst.sch.uk/information/pastoral](http://www.fernup.dorst.sch.uk/information/pastoral).

## **13. Peer on peer abuse**

In response to COVID19 closure or partial closure Ferndown Upper School recognise that there may be an increased opportunity for peer-on-peer abuse to take place. Ferndown Upper School will continue to remain vigilant to signs and symptoms of such abuse taking place and continue to offer support to any victims of this. The principles as set out in part 5 of KCSIE continue to inform our revised approach.

All pupils at Ferndown Upper School are aware who to speak to if they have a concern.

## **14. Online Safety in Schools**

Many pupils will have an increased use of the internet in response to COVID19 which may put them at an increased risk. Ferndown Upper School will continue to provide a safe online working environment for our pupils. The School continues to operate an appropriate firewall, filtration and monitoring system. Staff are trained and are aware of the signs and signals of cyberbullying and other online risks. Ferndown Upper School has taken guidance from the UK Safer Internet Centre to keep children safe whilst online.

## **15. Online Safety away from School**

When asking our pupils to work online Ferndown Upper School places the child's safety at the highest priority. We recognise that in response to COVID19 the majority of pupils will not physically be attending school. This increases their vulnerability and online safeguarding risk factors. Ferndown Upper School staff will be extra vigilant during remote interactions with pupils and report any concerns they may have in accordance with the School reporting system and Safeguarding policy. Where necessary, concerns will be referred to social services and if required the police. Staff and volunteers will be made aware of the importance of keeping themselves safe online.

Ferndown Upper School ensures that any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

For staff, Ferndown Upper School adopts the same principals for online learning as is set out in our staff behaviour policy or code of conduct.

### **Pupils, Parents and Carers**

For pupils, parents or carers, Ferndown Upper School adopts the same principals for online learning as set out in the pupil behaviour policy.

Ferndown Upper School will maintain continued communication with parents and carers during this time to reinforce the importance of safe online learning. Advice will be given such as, but not limited to:

- Confirmation of online tools and or sites that the school will be using/if using;
- Confirmation of what the child may be asked to do online;
- Confirmation as to who their child will be interacting with online;
- Confirmation as to whether other pupils will be able to access their child via the online platform;
- Allowing the parent or carer the opportunity to voice any concerns;
- The importance of not leaving the child alone during screen time;
- Monitoring the search history;
- Maintaining open communication with the child about online safety;
- How to report a concern;
- Ensuring during face-to-face online sessions the child take place in an appropriate central home location.

Parents and Carers at Ferndown Upper School will be provided with links to lists of support services including:

- **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

Ferndown Upper School appreciates that not every child will have access to computer or internet facilities in the home and is working with families to address this. We will ensure that age appropriate resources are sent to any child who cannot access an online provision.

Children are able to report any concerns they have online back to the school through emailing their Head of Year.

### **16. Live Lessons**

Guidance for staff, students and parents is issued in line with the Government guidance on safeguarding and remote education. This is supported by LGfL guidance on safeguarding in live streaming lessons.

## Addendum 2 – COVID-19

Staff are requested where possible to deliver live lessons from school, rather than home, to safeguard themselves whilst delivering these lessons.

Staff use School TEAMS accounts and not their personal accounts.

SLs, DOLs, HOH and HOY, and SLT are added to TEAMS pages so that monitoring of practice can occur.

Clear timings in the school day are in place for contact between staff and students.

### **FUS Live Lessons – staff guidance**

From 15/6, all lessons must have a live element to them:

- Year 9- all timetabled lessons must have a live element to them
- Year 10- all timetabled lessons for the weeks when students are not due to come into school
- Year 12- all morning timetabled lessons for days when students are not in your classroom that day

Live lessons can take the form of a pre-recorded introduction to the learning uploaded on to Teams. You can record on your phone or straight on to Teams.

Alternatively, a Teams meeting (students' cameras and mics off) can be booked. This enables the class to interact with one another using the 'hands up' function, or by typing in the group chat whilst the meeting is happening.

1. Go into calendars on Teams and book new meeting (press +New Meeting blue button top right). Publish to the class you are teaching by using the drop down menu 'Add Channel' and pressing the 'general' line under the group name.
2. Especially for live lessons prior to 15/6- give plenty of notice as students need to be able to plan the week. At least 2 days please. Once all lessons have a live element, only calendar notice is required so that students know what time to login (remember- you don't have to be live for the start or the whole of the lesson, so giving notice of the timings is crucial).
3. If you need to be able to 'see' the students on a rare occasion (for example to see artwork or a drama piece), make sure that the student protocol for such lessons is sent out with the invite at least two days in advance. These are attached at the bottom of this guidance and are numbered 10 a-c.
4. Before starting the meeting on Teams, make sure you have good lighting (not a window behind you) so that the students can see you clearly.
5. Press 'meet now' on the Team class you are teaching. As students join the meeting, ensure they have cameras and microphones off at the start. Tell the students to open the chat bar on the right hand side of the screen. Make sure the students can see you and sort technical issues.
6. Teach your lesson: students can use the 'hands up' function by hovering over the centre of the screen until the function bar appears. You can then ask them to turn on their mic for the answer or type it in. You can start the lesson with some modelling and an explanation, leaving the students to work offline for rest of the hour; you can input at intervals; alternatively, you can spend the hour with the class as required.
7. After the lesson, send a praise note on Teams to those who participated well. Follow the lesson up with a note on Teams. Give house points and chase those not participating, using H codes where necessary.

## Addendum 2 – COVID-19

A Teams Meeting staff helpsheet can be found on the Staff Teams site.

### **Student Protocol for Live Lessons**

1. From 15<sup>th</sup> June, you will receive a live lesson element to all of your lessons when you are not in school (for Year 9 this will be all lessons). You must attend each live lesson with your teacher and class.
2. For some lessons, this may be a pre-recorded film that is uploaded to Teams on the day of the lesson.
3. For all other lessons, you will see a calendar invitation on Teams for live lessons as they are booked. Make sure that you record when live lessons are taking place and plan your week accordingly.
4. When the time for the lesson comes around, go on to the Teams posts for that class and WAIT for the teacher to start the meeting. Under no circumstances should a student attempt to 'start' a meeting as this causes confusion and delays the start of the lesson. Be patient and wait.
5. When you join the meeting, make sure that your microphone and camera are switched off.
6. Under no circumstances must any part of the meeting be photographed or recorded by yourself.
7. Open the chat bar on the screen to take part in the conversation going on as the lesson takes place.
8. Participate fully- use the hand up function on the meeting bar to answer questions and give responses.
9. Be respectful of others; never comment or type anything about another student. Support your class members in the way that we expect at Ferndown Upper.
10. If you have been advised by your teacher that you will need to switch your camera on (for rare occasions to show artwork, drama etc) you will be advised at least two days in advance and must also follow these additional rules:
  - a. You must be in a communal part of your home (not your bedroom)
  - b. You must be fully dressed in day clothes suitable for a mufti day in school
  - c. You must keep the door open to the room you are in (and you may ask an adult to supervise if you wish)

### **17. Behaviour and safeguarding**

An addendum has been added to the school behaviour policy to reflect the current situation.

### **18. 1:1 live situations**

Staff are provided with guidance for completing 1:1 discussions with students e.g. as a tutor to mentor a student. This includes (with the knowledge of the student) recording the meeting on a mentoring teams page to safeguard both involved.

### **19. Help and Support**

Ferndown Upper School has ensured that both parents and pupils have an open line of communication with the school.

## Addendum 2 – COVID-19

Parents, staff and students are asked to request help with any technology or systems that they do not understand.

All children have been made aware how to report a concern remotely and have also been issued with the ChildLine contact details.

ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID19.

UK Safer Internet Centre: <https://reportharmfulcontent.com/report/>

CEOP: <https://www.ceop.police.uk/ceop-reporting/>

Police: 999 if the child is in immediate danger.

### **Staff:**

Ferndown Upper School has ensured that there is an open communication line for all staff through email and TEAMS to department members and SLT.

### **General:**

#### **The Department for Education COVID-19 helpline:**

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

**Young Minds Crisis Messenger:** 85258 – free text service for 24/7 support

**NSPCC Helpline:** Phone: 0808 800 5000 Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Mind:** [www.mind.org.uk](http://www.mind.org.uk)

## **20. References**

- Coronavirus (COVID-19): guidance on vulnerable children and young people - Updated 27 March 2020
- Guidance for schools about temporarily closing - Updated 27 March 2020
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers - Published 27 March 2020
- <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- COVID-19: Changes to DBS ID checking guidelines – 24 March 2020
- Questions from the Governing Board – updated 2 November 2016.
- Keeping Children Safe in Education
- Working Together to Keep Children Safe
- Teacher Misconduct: referring a case – updated 28 March 2014
- NSPCC Lone Working Guidance – Published 30 September 2019
- CEOP
- UK Safer Internet Centre

## Addendum 2 – COVID-19

- Safer Recruitment Policy
- Attendance Policy
- Whistle Blowing Policy
- First aid policy
- Staff behaviour policy – code of conduct
- Pupil behaviour policy