



AMENDED

COVID-19 arrangements for safeguarding and child protection

Wood Green School

School name: Wood Green
Policy owner: Mr M Bonsell
Date: 8th February 2021
Shared with governors and trustees
Shared with staff

Adapted by Alison Beasley, Designated Officer and Manager of the Education
Safeguarding Advisory Team

With thanks to Louis Donald, Trust Safeguarding Manager at the Stowe Valley Multi
Academy Trust and Andrew Hall , <https://www.safeguardingschools.co.uk/andrew-hall>

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

1. Context

From 5th January 2021 Government directed schools to move to a phase of remote learning. Parents were asked to keep their children at home, wherever possible.

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 the Wood Green School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Mark Bonsell	01993 702 355	m.bonsell@wgswitney.org.uk
Headteacher if not DSL or DDSL	Rob Shadbolt	01993 702 355	r.shadbolt@wgswitney.org.uk
Deputy Designated safeguarding lead (DDSL)	Rachael Birks	01993 702 355	r.birks@wgswitney.org.uk
Chair of governors/trustee	John Bhogal	01993 702 355	J.Bhogal@wgswitney.org.uk
Safeguarding governor/trustee	Ian Moore	01993 702 355	I.Moore@wgswitney.org.uk

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 / CIN 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.

The Headteacher and 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.

Wood Green 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 for this will be: Mark Bonsell.

Wood Green School has 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. However, it also acknowledges that, in some cases home maybe a safer option for the child. Regular consultation will be undertaken with said families and their social workers to agree the best placement for the child. 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 Wood Green School will explore the reasons for this directly with the parent. The school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that have been put in place around safeguarding this child.

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

Wood Green School will encourage its vulnerable children and young people to attend a school, including remotely if needed.

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.

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

This will be via a telephone conversation.

To support the above, Wood Green School 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, Wood Green School will notify their social worker.

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.

The attendance data will also be shared with the Local Authority attendance team Attendance@oxfordshire.gov.uk.

5. Designated Safeguarding Lead

Wood Green School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mark Bonsell

The Deputy Designated Safeguarding Lead is: Rachael Birks

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.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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 or college.

It is important that all our 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 should be done via the CURA system which can be done remotely.

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received.

In the unlikely event that CURA is unavailable and the DSL is not available, Immediate concerns can be phoned into MASH on 0345 0507666 or email to LADO.SafeguardingChildren@oxfordshire.gov.uk. If the referrer believes a child is in immediate danger s/he must phone the police on 999.

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 continue to follow our normal procedures and alert the headteacher immediately. The headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as details in our main policy. 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: Mr John Bhogal – J.Bhogal@wgsuitney.org.uk .

7. Safeguarding Training and induction

All DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>

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 (2019). 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 our School, 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if an Oxfordshire school), 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, Wood Green School 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 our School 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.

Wood Green School 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, in line with advice from the LADO where appropriate.

Wood Green 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

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, Wood Green School 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

Wood Green School 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.

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

Remote learning is via the Teams platform which is accessed via the user's secure school account.

When giving feedback and interacting with students online all staff will be mindful of engaging with students in a professional manner in line with the agreed WGS Code of Conduct.

If work submitted by a student raises concerns about that student's wellbeing the member of staff should report the details via CURA and, if possible, attach the work in question to the DSL via wgssafeguarding@wgswitney.org.uk

No member of staff should attempt to contact a student via a means other than his/her school email, Teams or school phone. Where a phone call takes place the parent or carer of the student should always be the first point of contact. To preserve the personal nature of a member of staff's phone should they need to contact a Wood Green family on their personal use the member of staff should use the pre-dial code 114

11. Online Teaching and Learning

This addendum to the updated Safeguarding Policy covering safeguarding at WGS during the Covid-19 pandemic addresses the safe use of audio sessions involving on roll students at WGS with their teachers.

WGS does not subscribe to one particular learning software package. This addendum is intended to cover the use of learning software in general but currently specifically only for audio presentations.

The amended Behaviour Policy for WGS applies to audio learning situations and breaches of that policy or this addendum will be investigated as the situation allows and dealt with seriously.

Acceptance of and agreement to this addendum

Students and parents have already signed an ICT Acceptable Use Agreement. This continues to be the underlying agreement for continuing access to and use of IT at WGS.

The student and parent have agreed to the protocols in this addendum when the student signs in for their first session. There is no need to send email agreement back into school as an indication of agreement to the protocols

Staff will:

1. Invite all students using WGS emails only
2. Ensure each invitation is password protected
3. Report any safeguarding issues to the Designated Senior Lead in the usual way
4. Ensure lessons take place within the school day on an agreed timetable
5. Staff will ensure that any content from a third party used during a lesson is age-appropriate for the students viewing it
6. Ask any unauthorised user to leave the session and terminate the session if the unauthorised user does not leave when asked to
7. Conduct the lesson in an appropriate space within the home
8. Deliver all lessons via Microsoft Teams
9. Will lead the session and..
10. ...will mute microphone throughout the session but
11. ...will invite students to participate and unmute microphone as appropriate
12. Will always leave Teams lessons after all students have left. This is to avoid leaving students "unsupervised " in a meeting.

Use of cameras

13. Make it very clear to students if they can choose to have their camera on during a lesson and remind them that it is always optional to do this
14. If teaching from home, they will ensure their background is blurred and they are appropriately dressed for work
15. No user is permitted to record the live video learning except the teacher. The teacher will, where necessary, inform the users that the session is being recorded. That recording will be stored securely according to school data protection policy
16. Any safeguarding concern which arises during the course of a live lesson involving video will be reported to wgssafeguarding@wgswitney.org.uk or by staff using the CURA safeguarding platform

Students will:

1. Only use their WGS emails for connecting to Microsoft Teams and for any other Microsoft Teams related enquiries
2. Never share session details or passwords
3. Always use their given school names in sessions and not a nickname
4. Never make a personal recording of the session
5. Ensure they are in an appropriate place to do the session
6. Report any safeguarding issues to their teacher or parent immediately after the session
7. Conduct themselves in an audio session as they would in a face-to-face session at WGS i.e. observing the agreed Safe, Respectful and Ready to Learn rules
8. Follow instructions from staff at all times
9. Only use chat facilities when asked to by the host of the Teams session
10. Leave the session immediately if asked to

Use of cameras

11. Only use their camera if allowed by their teacher – there is no obligation to use the camera and no student will be in trouble if they do not want to use it
12. Will ensure their background is blurred
13. Will be appropriately dressed if they use their camera
14. Will not record any part of the live lesson or take any still pictures of the lesson – if any student does this and stores or share these images, this will be seen as a serious breach of the school's behaviour policy

Parents will:

1. Ensure sessions take place in communal areas in the house
2. Ensure that interactions between household members which may be picked up during the session are appropriate
3. Ensure that their child understands the expectations indicated in the "Students will" section of this document
4. Recognise that every session is delivered securely via Microsoft Teams
5. Report any safeguarding concerns to wgssafeguarding@wqswitney.org.uk

Use of cameras

6. Will ensure that their child behaves appropriately if they chose to take part in lesson using cameras
7. Ensure that their child does not record any live lesson or still pictures form lessons

With some platforms used by the school, there is an age limit that restricts the use of under 13's. This restriction exists because it is illegal for companies to gather certain information and data on minors without parental consent. In these cases, where parents agree to their use, parents can sign up their children using their own details, then alter their screen name to the child's full name. This is also a recommendation for parents of students of any age to do, as it is safe internet practice.

V1 created 08/06/20

V2 Updated 09/06/20 – including use of platforms with GDPR age restrictions

V3 Updated 09/10/20 – amended to reflect the use of Microsoft Teams

V4 Updated 28/01/20 – amended to reflect the use cameras during Microsoft Teams lessons

11. Supporting children not in school

Wood Green School is committed to ensuring the safety and wellbeing of all its Children and young people.

Wood Green school has a robust contact plan to ensure that contact is maintained with all its vulnerable families (vulnerable in accordance with national guidelines and those agreed by DSL, SENDCO and the Headteacher) and that sightings occur fortnightly of its most vulnerable students

All contact is recorded on PARS and concerns logged through CURA with the Safeguarding team.

Wood Green School 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.

Wood Green School 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 Wood Green School are aware of this in setting expectations of pupils' work where they are at home.

Wood Green School 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.

12. Supporting children in school

Wood Green School is committed to ensuring the safety and wellbeing of all its students.

Wood Green School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Wood Green School 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.

Wood Green School will ensure that where it cares for children of critical workers and vulnerable children on site, it will ensure appropriate support is in place for them.

13. Peer on Peer Abuse

Wood Green School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, it 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 multi-agency partner required to ensure the safety and security of that young person.

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

This policy will be communicated to all staff, who will confirm by email that they have read and understood it.