



OLDFIELD SCHOOL

Annex to the Safeguarding and Child Protection Policy in response to the COVID-19 outbreak

There have been significant changes within our setting in response to the Covid-19 outbreak. Many students are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Schools have been asked to provide care for children whose parents/carers are critical to the COVID-19 response and cannot be cared for at home and those children who are vulnerable, for whom school is a safer environment.

Despite the changes, the school's Safeguarding and Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government](#) and local agencies.

This annex to our child protection policy sets out our revised safeguarding arrangements for:

1. Safeguarding priority
2. School current position
3. Local Authority advice
4. Roles and responsibilities
5. Vulnerable children
6. Attendance
7. Staff will be aware of increased risk
8. Risk Online
9. Allegations and concerns against staff
10. New starters, safeguarding training site security and visitors
11. Safer recruitment
12. New children at school
13. Review and dissemination of the revised policy

1. Safeguarding Priority

Keeping Children Safe in Education is statutory guidance that school will continue to prioritise as per our legislative duty. Safeguarding children at our school, whether they are at home or in attendance remains paramount and the following safeguarding principles remain the same:

- The best interests of children must always continue to come first
- If anyone in our school has a safeguarding concern about any child, they must act immediately
- A DSL or deputy DSL will always be available
- No unsuitable persons will be allowed to enter the children's workforce or gain access to children
- Children will continue to be protected when they are online

2. School current position

The school remains open to children of critical key workers and for those deemed vulnerable by the government guidelines. The main building and sports hall are the only buildings remaining open during the school day.

School will be open over Easter for students of critical key workers. Any safeguarding concerns can be raised via the reporting arrangements above.

3. Local Authority Advice

We continue to work closely with the Bath and North East Somerset Community Safety and Safeguarding Partnership (BCSSP) and will ensure this policy is consistent with their advice. This will include supporting children with education, health and care (EHC) plans, the local authority designated officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need.

4. Roles and responsibilities

The school arrangements continue in line with our Safeguarding and Child Protection policy.

The **Designated Safeguarding Lead (DSL)** is: Mrs Sarah Mills, Assistant Headteacher : Inclusion. Email: s.mills@oldfieldschool.com; Mobile Number: **07724501921**.

The **Deputy Designated Safeguarding Leads (DDSL/s)** are:

- Mrs Ruth Henry, Pastoral Support Worker, email: r.henry@oldfieldschool.com;
- Miss Jessica Lobbett, Assistant Headteacher, Behaviour for Learning, email: j.lobbett@oldfieldschool.com;
- Mrs Justine Macalister, Head of Year 11, email : j.macalister@oldfieldschool.com;
- Mr Mark Hayward, Head of Year 12, email: m.hayward@oldfieldschool.com;
- Miss Penny Bird, Head of Year 8, email: p.bird@oldfieldschool.com;
- Ms Victoria Ryan, Head of Year 7, email: v.ryan@oldfieldschool.com;
- Mr Brendon Abood, Head of Year 10, email: b.abood@oldfieldschool.com.

The **Designated Teacher for Looked After Children** is James Sully, SENCO, email: j.sully@oldfieldschool.com

The **Designated Teacher for Post Looked after Children** is Sarah Mills, Assistant Headteacher: Inclusion, email: s.mills@oldfieldschool.com.

The school's approach ensures the DSL or a deputy is always contactable while the school is open and available by phone/other digital media outside of these hours.

All staff will receive this policy and have been re-issued with the contact details for the DSL and DDSL's during school closure and should report any concerns immediately via one of the following methods:

For staff on school site : Refer all safeguarding and child protection issues to the SLT staff member in school, who will then contact the DSL or DDSL directly. A weekly rota is available for all staff to access. The senior leader in school will also take responsibility for co-ordinating safeguarding on site. This might include managing access to child protection files and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments.

For staff who are working from home: Refer all safeguarding and child protection issues by either:

- a) Contacting the DSL/DDSL directly by calling either **07724501921** or **07724502913**
- b) Contacting the school office on 01225 423 582 and speaking to the member of SLT on duty who will then contact the DSL or DDSL directly.
- c) Emailing the school's child protection form (Appendix 2 of the Safeguarding and Child Protection policy and attached to this annex) to the DSL and a DDSL following current policy guidance on its completion.

NOTE : A member of SLT will be on site at all times while school closures are in operation.

Staff will continue to follow the Child Protection procedures and alert the DSL/DDSL immediately about concerns they have about any child whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

The DSL / DDSL will then following the steps as outlined in the Safeguarding and Child Protection policy on how to respond to a disclosure (appendix 9). <http://www.oldfieldschool.com/school-information/school-policies/>

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting social care are to contact the duty desk on 01225 396312 for B&NES, 01454 866000 for South Gloucestershire and 01179036444 for Bristol.

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children executive escalation procedure, available here:

https://www.bathnes.gov.uk/sites/default/files/siteimages/lsab_escalation_policy_2016.pdf

5. Vulnerable Children

Schools relationships with the community mean we have identified children who may be classed as 'vulnerable'.

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 by the school in consultation with the local authority (LA) and parents, to decide whether they need to continue to attend school in order to meet their needs, or whether they can safely have their needs met at home.

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 severe risk. Where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this, directly with the parent.

All our vulnerable children and young people will be encouraged to attend school.

Senior leaders in our school, in particular the DSL's and deputy DSL know who our most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

We have put in place specific arrangements in respect of the following groups:

- **Children in Care** – individual agreements with carers and Social Worker, mostly involving fortnightly contact or a place offered in school.
- **Children who have previously been Children in Care** – individual agreements with carers and Social Worker, mostly involving fortnightly contact.
- **Children subject to a child protection plan/ Child in Need plan** – places offered in school. If this is not taken this has been with the agreement of the Social Worker and the family. Twice weekly welfare calls are undertaken by the DSL/DDSL and the student and parent spoken to. Any concerns raised are immediately shared with the child's social worker. The child's social worker is also contacted weekly with an update by the DSL/DDSL. All core group/child protection meetings will be attended by a DSL/DDSL via video/telephone conferencing in line with social distancing measures and local authority guidance.
- **Children with an EHCP** – Individual Risk Assessments undertaken and consultations held with parents/carers, SLT and SENCO. Welfare calls made fortnightly by the key worker.
- **Young Carers** - individual agreements with carers, mostly involving fortnightly contact.
- **Children on the edge of social care involvement or pending allocation of a social worker** – Where required these children will be offered a place at school or welfare calls made fortnightly by a DSL/DDSL.
- **Other children the school considers vulnerable.** More children may be added to this group in response to concerns raised with the DSL. Contact arrangements will be agreed with parents/carers, SLT and DSL.

Where appropriate school will liaise with other agencies involved in the students' care, including where appropriate their social worker and the Virtual School Head for Children in Care and those who have previously been Children in Care.

In addition, the following groups have specific arrangements around contact and support from the school:

- Children of critical workers may attend school if no safe alternative arrangements can be made.
- Children at home without access to online resources – for students who are unable to access the online learning tool 'Show my Homework', work packs sent home.

- All children at home have been given access to pastoral support through the Whisper Button on the school website where they can report any safeguarding concerns, school mobile phone number to speak to a DSL/DDSL and contact details of a range of outside agency support including Off the Record, school nursing service, CEOP and Childline. These contact details are available to students via 'Show my Homework' and the student Safety and Wellbeing page of the school website.

The plans in respect of each child in these groups will be reviewed regularly.

6. Attendance

The school is following the [attendance guidance issued by government](#).

School and social workers will be agreeing with families whether their children in need should be attending school and school will follow our attendance procedures with any child they were expecting to attend, that fails to do so. School will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

When a vulnerable child does not take up their place, their social worker will be notified.

The Department for Education has introduced [a daily online attendance form](#) to keep a record of critical workers and vulnerable children attending school. This allows for a record of attendance for safeguarding purposes and allows school to provide accurate, up to date data to the department on the number of children taking up places

These arrangements will only be in place for children who have enrolled and are eligible for Emergency Childcare. For all other children school is closed.

7. Staff are aware of increased risk

The pressures on children and their families at this time are significant. School staff will be aware of this heightened pressure on families through a range of factors including being contained in a small area, poverty, financial or health anxiety.

Staff will consider this when setting any work for students to undertake at home (including recognising the impact of online learning – see below. Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Staff will be aware of this, informing the DSL about any concerns.

Incidences of Domestic Abuse are expected to significantly increase during the period of isolation as perpetrators will use this time as a “tool of coercive and controlling behaviour”, and victims and their children are consistently more vulnerable during periods of societal stress [see government guidance](#).

Staff have discussed the need to be aware of potential signs of peer on peer abuse even whilst children are away from school. Students are still at risk of cyberbullying, exploitation and online abuse during this time. All staff are vigilant to the potential signs of peer on peer abuse as set out in Appendix 7 of the child protection policy. Any disclosures reported will be acted on swiftly, following the procedures as set out in the child protection policy. If this is not possible, further guidance will be sought from outside agencies such as social care and/or the police.

For children attending the school site; pastoral support will be available daily to support their mental health and if required referrals to outside agencies such as the school nursing service/Off the Record will be undertaken.

For children at home; parents can contact the school via either enquiries@oldfieldschool.com, the school's 'Parentline' or the Whisper button to seek extra support. The students themselves have been provided with a range of outside agency support and can also ask for support via the Whisper button on the student pages of the school website.

Parents will also be sent weekly discussion points on a range of topics to support the wellbeing of the whole family such as sleep, kindness, mindfulness, online safety etc. These will also have links to where families can get wider support.

8. Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school. They will continue to look out for signs a child is at risk and refer these concerns as per the child protection policy.

- The school continues to ensure appropriate filters and monitors are in place;
- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium.
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families. In particular staff will not use their personal accounts (phone/social media) to communicate with students; all communication will take place through their school accounts.
- Staff who interact with children, including online, will continue to look out for signs that a child may be at risk in line with our Child Protection Policy. Appropriate referrals will still be made to children's social care and the police via the DSL or deputy DSL.
- Parents and carers have information via the website about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online.
- *Parents have been offered the following links:*
 - [Internet matters](#) - for support for parents and carers to keep their children safe online
 - [South West 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
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).
- Parents have also direct access to CEOP to report online concerns via the school website.

9. Allegations or concerns about staff

With such different arrangements, young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any new members of staff will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged and can be found at https://www.proceduresonline.com/swcpp/banes/p_report_concerns.html

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address Misconduct.Teacher@education.gov.uk.

10. New starters, safeguarding training site security and visitors

During COVID-19 measures, DSLs and deputy DSLs are unlikely to receive refresher training. |In line with government guidance, for the duration COVID-19 measures are in place, a DSL or deputy DSL who has been trained, will continue to be classed as trained.

All existing school staff have received safeguarding training and read Part One of Keeping Children Safe in Education.

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct.

If staff join us from another school to support on a temporary basis, the level of safeguarding induction required will be judged on an individual basis.

In line with government guidance, we will not undertake any additional safeguarding checks if the setting they are coming from can confirm the following:

- The individual has an enhanced DBS and children's barred list check, and that in the opinion of the setting, nothing resulted from those checks that provided cause for concern,
- There are no safeguarding investigations into the conduct of that individual,
- The individual remains suitable to work with children
- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and

During the period of school closure due to Covid-19 no volunteers will be on school site.

All visitors to the school site will have to report to main reception and follow the procedures as set out in the child protection policy.

Our child protection procedures hold strong:

- Visitors may not be left unsupervised with children until suitable checks have been undertaken.
- People supervising visitors must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.

11. Safer recruitment

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 we will adhere to our Safer Recruitment Policy <http://www.oldfieldschool.com/school-information/school-policies/>

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.

We will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are 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, we will continue to keep our single central record (SCR) up to date.

12. New children at school

If children from our school are attending another setting, we will provide the receiving setting with any relevant welfare and child protection information. If we are receiving children from another setting we will secure the same level of information. This is particularly important where a child is vulnerable.

For vulnerable children we will ensure we understand the reasons for vulnerability and any existing arrangements in place to support them. As a minimum, we will access that 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 the responsible Virtual Schools Head.

Ideally this will take place before the child arrives, but if this is not possible, as soon as reasonably practicable.

Any exchange of information will ideally happen at DSL or deputy level and likewise between special educational needs coordinators/ named individual with oversight of SEN provision for children with EHC plans. If this is not possible, the senior leader will take responsibility.

We will continue to have due regard to data protection and GDPR legislation, but it will not prevent the sharing of information for the purposes of keeping children safe.

13. Review

This annex will be kept under review as circumstances in response to the Covid-19 outbreak continue to evolve. This revised policy will be reviewed weekly by the Designated Safeguarding Lead (DSL) or a deputy DSL in line with updated guidance from the Department for Education. This revised policy will be made available to staff by email and available on the school website.

It will be revised based on updated advice received from;

- DfE
- The local authority regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care.
- Bath & North East Somerset's Community Safety and Safeguarding Partnership (BCSSP).

This annex to the Safeguarding and Child Protection policy has been remotely approved by Governors on 10th April 2020 and is available on the school website at <http://www.oldfieldschool.com/>

Appendix 2 Child Protection Incident/Welfare Concern Form

- Complete this form:
 - to record any concern about a child’s welfare, or;
 - if you suspect the child may be suffering abuse or neglect;
 - if you have received a disclosure of abuse from a child,
 - if you have heard about an allegation of abuse;
- Pass this form immediately to the DSL: Sarah Mills without delay.

Part A: For use by any staff

Student’s name			
Student’s date of birth		Tutor group	
Date of writing		Time of writing	
Date of incident		Time of incident	
Details of the incident Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an opinion where relevant (how and why this might have happened). Substantiate the opinion. Attach a body map or other information, if appropriate.			
Please continue on a separate sheet if necessary.			
Reporting staff member’s name (PRINT)		Job title	
Reporting staff member’s signature		Date	
Pass this form to the Designated Safeguarding Lead Mrs Sarah Mills, without delay			

Part B: for use by the Designated Safeguarding Lead

Date of receipt by DSL		Time of receipt by DSL	
Response to the incident/concern Note any advice sought (date, time, name, role, organisation and advice given). Actions taken, including names of anyone to whom your information was passed.			
Outcomes Record outcomes of the actions taken.			

Designated Safeguarding Lead's name			
Designated Safeguarding Lead's signature		Date	