

Safeguarding and Child Protection Policy Addendum

January 2021



COVID-19 school closure arrangements for Safeguarding and Child Protection at Turves Green Boys' School

THESE ARRANGEMENTS WERE INTRODUCED IN JANUARY 2021 IN RESPONSE TO THE COVID-19 PANDEMIC AND OUTLINE ALL PROCESSES AND PROCEDURES, SPECIFIC TO THE COVID-19 SITUATION, TAKING EFFECT THROUGHOUT THE NATIONWIDE SCHOOL CLOSURE PERIOD.

THESE ARRANGEMENTS ARE AN ADDENDUM TO TURVES GREEN BOYS' SCHOOL'S ***SAFEGUARDING AND CHILD PROTECTION*** POLICY, WHICH REMAINS ACTIVE AND IN EFFECT.

THESE ARRANGEMENTS SHOULD BE READ IN CONJUNCTION WITH THE REMOVE EDUCATION PROVISION STATEMENT AND SAFEGUARDING REMOTE ANNEX: REMOTE LEARNING

1. Context.....	3
2. Key contacts	3
3. Provision during national school closure period	3
4. Attendance monitoring and contact with home	4
5. Supporting students in school	5
6. Supporting children not in school	5
7. Vulnerable children	6
8. Designated Safeguarding Lead	7
9. Reporting a concern	7
10. Safeguarding training and induction.....	8
11. Safer recruitment/volunteers and movement of staff	8
12. Online safety in schools and colleges	9
13. Children and online safety away from school and college	9
14. Peer on Peer Abuse	10

1. Context

From 4th January 2021, 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 and vulnerable children.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents/carers are critical to the COVID-19 response and cannot be safely cared for at home.

Turves Green Boys' School will work to meet the requirements of *Keeping children safe in education (2020)*. The Department for Education does acknowledge that this is not always possible whilst school is closed to the majority of students and has produced the following guidance to help us set up emergency safeguarding procedures for the period of the closure:

<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>.

This addendum of Turves Green Boys' School's ('our school') 'Safeguarding and Child Protection' policy contains details of our individual safeguarding arrangements.

2. Key Contacts

Role	Name	Contact Tel	Email
Designated Safeguarding Lead	Tina Boyce	0121 483 2890	t.boyce@tgbs.co.uk
Deputy DSLs	Sairah Arshad Sean Rogers Mike Westwood	0121 483 2890	s.arshad@tgbs.co.uk s.rogers@tgbs.co.uk m.westwood@tgbs.co.uk
Head of School	Alan Inglis	0121 483 2890	a.inglis@tgbs.co.uk
Senior Leader for Safeguarding & Behaviour	Paddy Allaway	0121 483 2890	p.allaway@tgbs.co.uk
Chair of Interim Executive Board (IEB)	Chris Atkins	07920 275501	Chris.N.Atkins@birmingham.gov.uk
Safeguarding Lead for IEB	Richard Beamish	07941 823863	r.beamish@tgbs.co.uk

3. Provision during national school closure period

Turves Green Boys' School will continue to provide child care for those boys categorised as 'vulnerable' or the children of 'key workers', as listed in the Department for Education guidance, *Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (17 March 2020)*.

Parents/carers who indicate that they wish to send their son to school under the key worker eligibility criteria will be asked to confirm their status as a key worker and, as per Government guidelines, provide details of their employer and line manager on a standardised pro-forma.

Government guidance explicitly states that sending a child into school, even for those eligible to do so, should be 'only for those children who absolutely need to attend'. As such, the school will also require parents/carers to provide details of their working hours (full time or part time) and indicate as far as is possible when supervision is required. This requirement is to ensure that student numbers are kept as low as possible and are known in advance in order to ensure only the minimal number of staff necessary are required on site, and to minimise any health risks and protect those students attending and those members of staff required to supervise them; the school's approach recognises that it would be inappropriate, for example, to require its staff to supervise a student when their parent/carer is working from home or on a day off and sending their son into school would not be considered 'absolutely necessary'. In line with Government guidance, 'if children can stay safely at home, they must, to limit the chance of the virus spreading'.

4. Attendance monitoring and contact with home

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

On a daily basis, those students attending school under the various eligibility criteria will be registered and cross-referenced against the list of 'expected' attendance for that day. Where a student expected to attend is not present, the school will pursue this non-attendance as a potential safeguarding concern and will contact parents/carers immediately to ascertain the reasons behind the absence.

If any students arrive who are not on the expected attendance list, the student will not be sent home. The DSL or senior leader on site will immediately contact the student's parents/carers to ascertain the reasons for them sending their son to school and to establish their attendance is 'absolutely necessary'. Once this phone call has taken place the student will either be sent home (if they don't meet criteria for being allowed to attend and in agreement with parents/carers) or will be added to that day's attendance register.

The attendance register for each day will be submitted by 12.00pm (midday) to both the DfE and Birmingham LA, as per requirements.

Turves Green Boys' School and social workers will agree with parents/carers whether children considered 'vulnerable' should be attending school – we will then follow up on any student expected to attend, who does not, as above.

To support the above, we 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, we will notify their social worker.

All students who are not eligible to attend the limited school provision and are not considered 'vulnerable' will be contacted by their relevant Pastoral Leader (or another appropriate member of staff) by phone call at least once every two weeks, as per Birmingham LA guidelines. The details of these 'keeping in touch' (KiT) calls will be recorded on a central log and will include the time and date of the call, the member of staff making the call and any key discussion or action points made.

All students and their families will receive an email once a week from the Head of School providing any updates about school, reminders about criteria for allowing children to attend, signposting to help, e-safety and how to respond to concerns.

5. Supporting students in school

Turves Green Boys' School is committed to ensuring the safety and wellbeing of all its students and will continue to provide a safe space for all those attending. The Head of School will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety for both students and staff.

We 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.

We will ensure that, where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them.

The Head of School will keep under regular review the impact of staff absence, especially with regard to our Designated Safeguarding Leads or first aiders, to ensure the school is able to meet its statutory safeguarding obligations for all students and staff.

We take the safety and wellbeing of all those on site extremely seriously, especially in these challenging circumstances. Should a student for whom the school is assisting with child care provision and attending on site fail to comply with those measures outlined above with regard to social distancing, handwashing or other measures designed to limit the risk of spread of COVID-19, the Head of School may withdraw the offer of this provision either on a temporary basis or until such time that the school reopens for 'normal' operations. This will apply equally in cases of poor behaviour or refusal to follow the instructions of members of staff supervising students on site.

6. Supporting students not in school

Our school is committed to ensuring the safety and wellbeing of all its boys.

Where the DSL has identified a student to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that young person. Details of this plan will be recorded on MyConcern and a record of contact will be initiated.

Communication plans may include: remote contact, phone contact or door-step visits. Other individualised contact methods may be considered and recorded.

Our 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 other established methods of communication.

We recognise that school is a protective factor for children and young people, and that the current circumstances can affect the mental health of students and their parents/carers. Our teachers will be aware of this in setting expectations for students' work when they are at home.

7. 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 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.

Our 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 Tina Boyce.

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 the school will explore the reasons for this directly with the parent.

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

Turves Green Boys' School will encourage our vulnerable children and young people to attend school, including remotely if needed.

8. Designated Safeguarding Leads (see key contact list above)

Turves Green Boys' School has a Designated Safeguarding Lead (DSL) and four Deputy DSLs.

The Designated Safeguarding Lead is Tina Boyce.

The Deputy Designated Safeguarding Leads are Alan Inglis, Sairah Arshad, Patrick Allaway, Sean Rogers and Mike Westwood.

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 the child protection online management system, MyConcern, 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.

All staff will have access to a trained DSL (or deputy) and, 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.

9. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's 'Safeguarding and Child Protection' policy, including making a report via MyConcern, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern account from home, they should email the Designated Safeguarding Lead, Head of School or Senior Lead for Behaviour and Safeguarding. This will ensure that the concern is received and acted upon swiftly.

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 follow the guidance outlined in the school's 'Managing Allegations against Staff' policy, reporting the concern directly to the Head of School. If there is a requirement to make a notification to the Head of School, this should be done verbally and followed up with an email to the Head of School.

Any concerns regarding the Head of School should be directed to the Chair of the Interim Executive Board (IEB), Chris Atkins, using the contact details above.

10. 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 (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 our school's 'Safeguarding and Child Protection' policy, confirmation of local processes and confirmation of DSL arrangements.

11. 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, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of *Keeping children safe in education (2020)*.

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.

In the event our school utilises 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.

We 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*.

We 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 schools are aware, on any given day, which staff will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, our school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in *KCSIE*.

12. Online safety

Our school will continue to provide a safe environment, including online. We recognise that online safety is more important than ever, especially in light of lockdown processes and social distancing measures resulting in greater usage of the internet on an international level. The small number of children using the internet in school will be closely supervised and will still be protected by the school's monitoring and online filtering system.

We recognise that many families may need support with keeping children safe online. The following resources are available via the school website.

- [Internet matters](#) - 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
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Where students are using computers in school, appropriate supervision will be in place.

13. Children and online safety away from school

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 will be dealt with as per the school's 'Safeguarding and Child Protection' policy and, where appropriate, referrals should still be made to children's social care and, as required, the police.

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

In order to support our students away from school as much as possible, members of staff may have email contact with students at home – this may be setting work, addressing questions or providing other support. All staff have been instructed to contact the DSL or a Deputy DSL if safeguarding concerns arise as a result of this contact.

All staff and students have been instructed to only use official school email accounts for contact.

14. Peer on Peer Abuse

Our 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, they will follow the principles as set out in part 5 of *KCSIE* and of those outlined within the school's 'Safeguarding and 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 will be recorded on MyConcern and appropriate referrals made

***** END OF POLICY ADDENDUM *****