**Annex 1**



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

School Name: Norton College Worcester

Date: 8/04/2020

Date shared with staff:8/04/2020

# Context

From 20th March 2020 parents were asked to keep their students at home, wherever possible, and for schools to remain open only for those students of workers critical to the COVID-19 response - who absolutely need to attend.

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

This sub-section of the Norton College Worcester Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

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**Key contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact number** | **Email** |
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| Safeguarding Team DSL trained | Ian McCrudden  Deborah Pribojac  Mike Porter | [Ian.mccrudden@nortoncollege.org.uk](mailto:Ian.mccrudden@nortoncollege.org.uk)  [Deborah.pribojac@nortoncollege.org.uk](mailto:Deborah.pribojac@nortoncollege.org.uk)  [Mike.porter@nortoncollege.org.uk](mailto:Mike.porter@nortoncollege.org.uk) |
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| Safeguarding Director | Rebecca Kenny | [Rebecca.kenny@nortoncollege.org.uk](mailto:Rebecca.kenny@nortoncollege.org.uk) |

# Vulnerable students

Vulnerable students include those who have a social worker and those students and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include students who have a Child protection, Child in need plan and those who are looked after by the local authority. A student 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 Students Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the local authority (LA) 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 students 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 DSL (and deputy) know who our most vulnerable students are and have the flexibility to offer a place to those on the edge of receiving students’ social care support.

Norton College Worcester will continue to work with and support students’ social workers to help protect vulnerable students. This includes working with and supporting students’ social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after students.

The lead person for contacting social services : Luke Goold

The lead person for contacting VSH : Deborah Pribojac

# Critical workers

Although HM Government is clear that students should be at home wherever possible, schools and other educational settings have been asked to provide care for the students of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, or if there is only one student who needs that care, we will notify our local authorities and / or the relevant placing authority who are responsible for arranging for the student/s to be cared for in an alternative setting that can meet their needs.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

# 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.

Norton College Worcester and social workers will agree with families whether student in need should be attending school – Norton College Worcester will then follow up on any pupil that they were expecting to attend, who does not. Norton College Worcester will also follow up with any ‘critical worker’ parent or carer who has arranged care for their student(s) but the student(s) subsequently do(es) not attend.

To support the above, Norton College Worcester will, when communicating with parents, carers and allocated social workers / placing authorities, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable student does not take up their place at school, or discontinues, Norton College Worcester will notify their social worker.

If Norton College Worcester has any student/s in attendance (e.g. because they are vulnerable, the student/s of critical workers we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

# Designated Safeguarding Lead

Norton College Worcester has a Designated Safeguarding Lead and a Deputy Designated Safeguarding Lead and additional members on the safeguarding team – these are named on the front sheet.

We will endeavour to have a trained DSL or deputy available on site at all times when pupils are present. 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 student protection online management system, CPOMS, liaising with the offsite DSL (or deputy) and, if required, liaising with student’s social workers where they require access to students in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all Norton College Worcester staff have access to a trained DSL or deputy. On each day, staff on site will be made aware of who that person is and how to contact them.

# Reporting a concern

Where staff have a concern about a student, they should continue to follow the process outlined in the school safeguarding policy, this includes making a report via CPOMS which can be done remotely.

In the unlikely event that a member of staff has a concern about a student but cannot access the recording system, they should telephone the Designated Safeguarding Lead and / or a deputy DSL. This will ensure that the concern is received. Staff must not just leave an answerphone message.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with students in the school, they should report the concern to the headteacher immediately. If there is cause to make a notification to the headteacher whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the headteacher is not contactable, the member of staff should contact either the DSL or the Deputy DSL.

Concerns about the Headteacher should be directed to the [Safeguarding Director].

# Safeguarding Training and induction

DSL training is very unlikely to take place during this period.

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 at least part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead should communicate with staff any new local arrangements, so they know what to do if they are worried about a student.

Where new staff are recruited, or new volunteers enter Norton College Worcester, they will continue to be provided with a safeguarding induction.

# Safer recruitment/volunteers and movement of staff – we are not recruiting staff or having volunteers during this time.

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to students. When recruiting new staff, Norton College Worcester will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Where Norton College Worcester 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.

Norton College Worcester will continue to comply with the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a student or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Norton College Worcester 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](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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, Norton College Worcester will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

# Online safety in schools and colleges

Norton College Worcester will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where students are using computers in school, appropriate supervision will be in place, in addition to utilising DNA software to monitor all activity.

# Students and online safety away from school and college

It is important that all staff who interact with students, including online, continue to look out for signs a student may be at risk. Any such concerns should be dealt with as per the student protection policy and where appropriate referrals should still be made to student’s social care and as required the police.

Online teaching should follow the same principles as set out in the school’s or college’s staff code of conduct.

Norton College Worcester will ensure any use of *College* online learning tools and systems is in line with privacy and data protection/GDPR requirements. we cannot control what other websites they choose to use from home to ensure this…

Below are some simple things to consider when delivering virtual lessons, especially where webcams are involved:

* Where one to one teaching is necessary, this will only be with the explicit written consent of the headteacher, young person and parent(s).
* The DSL, head of department and / or other senior staff must be able to join any virtual lesson at any point.
* Staff and students must wear suitable clothing, as should anyone else in the household.
* Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or hidden.
* The live class should be recorded so that if any concerns were to arise, the video can be reviewed.
* Live classes should be kept to a reasonable length of time, or the streaming may prevent the family ‘getting on’ with their day.
* Language must be professional and appropriate, including any family members in the background.
* Staff must only use platforms agreed with senior leaders and the IT / network manager to communicate with pupils
* Staff should record the length, time, date and attendance of any sessions held.

# Supporting students not in school

Norton College Worcester is committed to ensuring the safety and wellbeing of all its students.

The Designated Safeguarding Lead will ensure that a robust communication plan is in place for each student, their parent(s) / carers and the allocated social worker or placing authority.

Details of this communication plan must be recorded on CPOMS, as should a record of any contact made.

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

Norton College Worcester and its Designated Safeguarding Lead will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate, taking into account the local criteria for action.

In addition, the school will share safeguarding messages on its website and social media pages.

Norton College Worcester recognises that school is a protective factor for students and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at Norton College Worcester will be aware of this in setting expectations of pupils’ work where they are at home.

Norton College Worcester will ensure that if we are unable to care for the student/s of critical workers and vulnerable students on site, we will liaise with the placing local authority and the parent / carer to find a suitable alternative; e.g., at a ‘hub’ school or via a multi-disciplinary package of support. In that situation, the DSL will ensure that the DSL of the hub school / lead practitioner is made aware of any relevant safeguarding information relating to a student. (However, this may be problematic due to the specific needs and nature of our students)

# Supporting students in school

Norton College Worcester is committed to ensuring the safety and wellbeing of all its students.

Norton College Worcester will continue to be a safe space for all students to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, maximising safety.

Norton College Worcester will refer to the Government guidance for education and child care 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 coronavirus.

Norton College Worcester will ensure that where we care for students of critical workers, and vulnerable students on site, we ensure appropriate support is in place for them. This will be bespoke to each student and recorded on their pastoral or safeguarding record as appropriate.

# Peer on Peer Abuse

Norton College Worcester recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the school’s safeguarding & student protection policy.

The school will listen carefully, and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

**All** concerns and actions taken must be recorded on CPOMS and appropriate referrals made.