

Royds



Child Protection Policy: Covid 19 Addendum



ASPIRATION

Aspiration: Dream Big

If your dreams don't scare you, they aren't big enough!



RESILIENCE

Resilience: Be Determined

Resilience is a skill, not an ability. It can be learnt.



RESPECT

Respect: Communicate with Kindness

Manners cost nothing but mean everything.



INITIATIVE

Initiative: Solve Problems

Every problem is a gift – without problems we would not grow.



REFLECTIVE

Reflective: Never Stop Learning

Never stop learning because life never stops teaching.

1. Context

From 20th March 2020 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 children who are vulnerable and cannot be safely cared for at home.

Currently Royds School is not operating any partnership or shared provision however it is the responsibility of the host school for safeguarding and child protection for all students who are attending regardless of whether they are on roll at that school. All staff working in schools should understand their specific roles in the safeguarding of children.

This addendum of the school name Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements.

2. Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Colin Abraham	07891 271180	cabraham@roydsschool.org
Deputy Designated Safeguarding Lead	Kate Davison	0113 205 9559	kdavison@roydsschool.org
Safeguarding Team	Debbie Arnold	07712 215037	darnold@roydsschool.org
	Margaret Baker	07712 214141	mbaker@roydsschool.org
	Nicola Campbell	0113 205 9559	ncampbell@roydsschool.org
	Beth Donkin	07712 214264	bdonkin@roydsschool.org
	Gavin Faulkner	0113 205 9559	gfaulkner@roydsschool.org
	Rebecca Fear	07712 214401	rfear@roydsschool.org
	Gemma Perry-Wrighton	07712 215220	gperry-wrighton@roydsschool.org
Headteacher	Claire Robbins	07545 102055	crobbs@roydsschool.org
Chair of Governors	David Murphy	0113 205 9559	dmurphy@roydsschool.org
Safeguarding Governor	Karen Nicholson	0113 205 9559	knicholson@roydsschool.org

3. Other Key Contacts

Agency	Contact Number	Email
Children's Services Education Safeguarding Team	0113 378 9685	estconsultation@leeds.gov.uk
Children's Social Work Service Duty and Advice Team	0113 376 0336	childscreening@leeds.gov.uk
Emergency Duty Team (Out of hours)	0113 535 0600	childrensEDT@leeds.gov.uk
Prevent Team	0113 535 0810	prevent@leeds.gov.uk
LADO service	0113 378 9687	lado@leeds.gov.uk
Leeds Schools Crisis line	0113 3783645	n/a
Rothwell Cluster	n/a	keith.lander@leeds.gov.uk

4. 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 and children and families with Early Help 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 are risk-assessed in consultation with the SENCO 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 is not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and Deputy) know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's Social Care support.

Royds 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 Beth Donkin.

The offer to attend school is extended to all identified vulnerable children who have a Social Worker so long as they do not have underlying health conditions that put them at increased 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 Royds School will explore the reasons for this directly with the parent and this will be recorded.

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

Royds School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

5. 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.

If Royds School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon.

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

Royds School and social workers will agree with parents/carers whether Children in Need should be attending school. Royds School name will then follow up on any student that they were expecting to attend, who does not.

Royds 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.

To support the above, Royds 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, school name will notify their Social Worker.

6. Designated Safeguarding Lead

Royds School has a Designated Safeguarding Lead (DSL), a Deputy DSL and a Safeguarding Team of appropriately trained staff. The names are outlined in Section 2.

The school will have a trained member of the Safeguarding Team on site every day. In addition to this, other members of the Safeguarding Team can be contacted via phone or online video while working from home.

If for any reason a trained member of the Safeguarding Team is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This would include updating and managing access to child protection records both offline or online management system, and liaising with the offsite Safeguarding Team 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.

It is important that all Royds School staff and volunteers have access to a trained member of the Safeguarding Team. They are identified on each day's rota to ensure the staff on site are aware of who that person is and how to contact them. All onsite staff are made aware of the Children's Services Education Safeguarding Team consultation line number (0113 3789685) should a member of the Safeguarding Team be unavailable and they are unable to contact anyone remotely and they require safeguarding advice.

The Safeguarding Team will continue to engage with social workers and attend all multi-agency meetings which can be done remotely.

The Safeguarding Leads will ensure that operational staff with designated safeguarding responsibilities, access regular supervision, which can be undertaken remotely through electronic communications.

7. 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 includes making a report and formally recording concerns via the school's electronic safeguarding systems (i.e. CPOMS) which can be done remotely.

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 contact their Headteacher. 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.

All staff must follow Part 4 of Keeping Children Safe in Education (2019) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff. The case manager must use the local authority designated officer (LADO) notification form (see Appendix 13 of local authority model safeguarding model child protection policy) in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their school's HR Advisor/provider/contact. The completed LADO notification form must be sent to lado@leeds.gov.uk within one working day of the allegation being made.

The Education Safeguarding Team Manager (Raminder Aujla, raminder.aujla@leeds.gov.uk) will continue to offer support in the process of managing allegations.

8. Safeguarding Training and Induction

DSL training is very unlikely to take place unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a qualified member of the Safeguarding Team 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 school name, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving school's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, online safety policy including acceptable use and confirmation of local processes and confirmation of DSL arrangements.

9. 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, Royds 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 (2019) (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.

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.

The school is not currently using volunteers however if they were to be used, Royds 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.

Royds 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.

Royds 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, school name will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Online Safety in Schools and Colleges

Royds 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.

11. 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 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.

Online teaching should follow the same principles as set out in the Guidance for safer working practice for those working with children and young people in education settings.

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

The following points have been taken into consideration when setting online learning, especially where webcams are involved:

- One to one conversations are avoided, groups only. In cases where 1:1 tuition is essential, staff must seek formal written agreement from the Headteacher and the student's parent.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings.
- The live class will be recorded so that if any issues 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 specified by senior managers and approved by the Technical Services Manager to communicate with students
- The length, time, date and attendance of any sessions held through Teams.

12. Supporting Children Not in School

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

Where the Safeguarding Team have identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, a robust communication plan is in place for that student.

Details of this plan are recorded, as should a record of contact have made. The communication plans can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Royds School and its Safeguarding Team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan is reviewed regularly and where concerns arise, the Safeguarding Team will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Royds School recognises that school is a protective factor for students and the current circumstances can affect the mental health of students and their parents/carers. Teachers at Royds School need to be aware of this in setting expectations of students' work where they are at home.

13. Supporting Children in School

Royds School is committed to ensuring the safety and wellbeing of all its students. It 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 student ratio numbers are appropriate, to maximise safety.

Royds 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.

Royds 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.

Where there are concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Local Authority Education Safeguarding Team and/or Health and Safety Team.

14. Peer on Peer Abuse

Royds School 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 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 in keeping with school reporting and recording systems (i.e. CPOMS) and appropriate referrals made.

15. Mental Health and Wellbeing

Royds School recognises that the current exceptional circumstances may affect the mental health and wellbeing of students, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for students, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our students to complete during this period of time whilst the vast majority of students are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to students, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

Useful contacts/web links:

- Child line: 0800 1111, www.childline.org.uk
- www.nhs.uk

- Mind.org.uk
- www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing
- www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips
- www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak
- www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/
- <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>
- www.mindmate.org.uk/

16. Staff Who Bring Their Own Children Into School Due to a Lack of Suitable Alternative Childcare

Royds School has instructed staff not to bring their own children to school. Staffing rotas have been created to ensure staff with caring responsibilities are able to meet these alongside professional obligations.

17. Support from the Local Authority

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.



Royds