



TRURO
HIGH SCHOOL
Girls First

COVID-19 school closure arrangements for Safeguarding and Child Protection

School Name: Truro High School
Policy owner: Annabel Ramsey
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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.

Schools, and all childcare providers, were asked to continue 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 sub-section of the Truro High School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<i>Context</i>	2
<i>Vulnerable children</i>	3
<i>Critical workers</i>	3
<i>Attendance monitoring</i>	4
<i>Designated Safeguarding Lead</i>	4
<i>Reporting a concern</i>	5
<i>Safeguarding Training and induction</i>	5
<i>Safer recruitment/volunteers and movement of staff</i>	5
<i>Online safety in schools and colleges</i>	6
<i>Children and online safety away from school and college</i>	6
<i>Supporting children not in school</i>	7
<i>Supporting children in school</i>	7
<i>Peer on Peer Abuse</i>	8

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Annabel Ramsey		aramsey@trurohigh.co.uk
Deputy DSL	Deb Freeman		dfreeman@trurohigh.co.uk
Deputy DSL	Dawn Kingston		schoolnurse@trurohigh.co.uk
Headmistress	Sarah Matthews	01872 242981	headmistress@trurohigh.co.uk
Safeguarding governor	Andrew Johnson		ajohnson@trurohigh.co.uk
Chair of Governors	John Keast		jkeast@trurohigh.co.uk
MIST General Secretary	David Humphreys		gensec@methodistschools.org.uk
MIST Safeguarding Adviser	Carolyn Eyre	n/a	carolyn.eyre@btinternet.com (contact via email & Carolyn will call back)

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 (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 children and young people with EHC plans can safely remain at home.

Senior leaders, especially the DSL (and deputies) 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.

Truro High 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: Annabel Ramsey.

Critical workers

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren 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 child who needs that care, we will notify our local authority who will arrange for the child/ren to attend another 'hub' school in the area.

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.

Truro High School and social workers will agree with families whether children in need should be attending school – the School will then follow up on any pupil that they were expecting to attend, who does not. Truro High School will also follow up with any 'critical worker' parent or carer who has arranged care for their child(ren) but the child(ren) subsequently do(es) not attend.

To support the above, the School will, when communicating with parents 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, the DSL or deputy will notify their social worker.

If the School has any children in attendance (e.g. because they are vulnerable, the children of critical workers or because they are boarders who were not able to return home) 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

Truro High School has a Designated Safeguarding Lead and two Deputy Designated Safeguarding Leads – 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 member of SLT will assume responsibility for co-ordinating safeguarding on site and will inform the DSL or deputy of any safeguarding incident or concern without delay.

This might include liaising with the offsite DSL (or deputy) and, if 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.

Whatever the scenario, it is important that all Truro High School staff and volunteers have access to a trained DSL or deputy. On each day, staff on site will be made aware of which member of SLT is on site.

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 completing a Cause for Concern form and emailing it to the DSL or deputy, who will be checking her emails each day.

In the unlikely event that a member of staff has a concern about a child but cannot access a Cause for Concern form, they should telephone the Headmistress who will contact the DSL or 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 children in the school, they should report the concern to the headmistress immediately. If there is cause to make a notification to the headmistress whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Headmistress is not contactable, the member of staff should contact either the DSL or the MIST General Secretary.

Concerns around the Headmistress should be directed to the MIST General Secretary.

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 child.

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

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, Truro High School 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>

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

Where the 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.

Truro High School 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 child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

The 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 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, Truro High School 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

Truro High School will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

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

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.

Online teaching should follow the same principles as set out in the school's or college's staff code of conduct and Remote Learning Policy, created for the Covid-19 period.

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

Supporting children not in school

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

Where the Designated Safeguarding Lead has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this communication plan must be recorded on a vulnerable pupil form, created for the Covid-19 period, 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.

Truro High School 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.

In addition, the School will share safeguarding messages on its website, through Microsoft Teams and social media pages.

Truro High School recognises that school is a protective factor for children 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 Truro High will be aware of this in setting expectations of pupils' work where they are at home.

The School will ensure that in the unlikely event we are unable to care for the child/ren of critical workers, remaining boarders and vulnerable children on site, we will liaise with the local authority and the parent / carer to find a suitable alternative; e.g, at a 'hub' school. In that situation, the DSL will ensure that the DSL of the hub school is made aware of any relevant safeguarding information relating to a child.

Supporting children in school

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

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

Truro High 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 and spread of Coronavirus.

Truro High School will ensure that where we care for children of critical workers, remaining boarders and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded on their pastoral or safeguarding record as appropriate.

Peer on Peer Abuse

Truro High 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 the school's Peer on Peer Abuse policy.

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

All concerns and actions taken must be recorded on PASS/3sys and appropriate referrals made.