



Imberhorne School

**COVID-19 school closure arrangements for Safeguarding and Child Protection
Policy annex**

School Name: Imberhorne School

Policy owner: Darren Jones

Date adopted: 3rd April 2020

Date shared with staff: 3rd April 2020

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home.**

This annex of the Imberhorne School Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.

This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Darren Jones	01342 310977 07884585516	djones@imberhorne.co.uk
Deputy Designated Safeguarding Lead	Claire Barr		cbarr@imberhorne.co.uk
	Heather Timson		htimson@imberhorne.co.uk
Headteacher	Martin Brown		mbrown@imberhorne.co.uk
Chair of Governors	Andy Yule		ayule@imberhorne.co.uk
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'*

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE

All DfE COVID-19 guidance is found here;

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Covid-19 safeguarding update here;

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Local Authority

All updates to schools are sent via the Director of Education.

<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

4. Capacity of DSL in our school;

There is always a senior member of staff on the school site when the school is open. The DSL is always contactable by phone, Deputy DSLs via e-mail. Upskilling staff resources has been shared with the senior leadership team and other key staff, e.g. heads of year.

Imberhorne School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Darren Jones

The Deputy Designated Safeguarding Lead is: Claire Barr and Heather Timson

Contact details for these are;

Role	Name	Contact	Email
DSL	Darren Jones	07884585516	djones@imberhorne.co.uk
Deputy DSL	Claire Barr		cbarr@imberhorne.co.uk
Deputy DSL	Heather Timson		htimson@imberhorne.co.uk

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records
Liaising with the offsite DSL (or deputy)
- Undertaking risk assessments for all pupils as necessary
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children in need
carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

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.

The DSL training dates for our staff are;

Name of staff member	Type of training and date of issue	Role in school
Darren Jones	Refresher Training September 2019	DSL
Claire Barr	Refresher Training January 2020	Deputy DSL
Heather Timson	Refresher Training January 2020	Deputy DSL

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

We will continue to endeavor to provide appropriate induction training in a timely manner for any staff who join the school during the closure period.

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

Imberhorne 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).

7. Disclosure and Barring

Imberhorne School fully adheres to LA Model Safer Recruitment Policy as outlined here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

All appropriate checks will continue to be carried out.

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

<https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs-who>

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with an 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

Imberhorne School will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is: Sarah Marchant

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

9. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases. During this period Imberhorne School fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Imberhorne School will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

Imberhorne School will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

Imberhorne School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Imberhorne School will refer to all Government guidance and local 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.

12. Supporting children not in school

Imberhorne School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Add in what your school will do to safeguard vulnerable pupils in line with DfE COVID-19 guidance and local practices, for example,

- All vulnerable pupils have been identified
- Key member of staff identified to be the point of contact with vulnerable pupils
- Contact with vulnerable pupils recorded centrally
- Weekly online vulnerable pupils meeting to review pupil concerns
- Regular contact with relevant outside agencies eg. Children's services, IPEH hub and the police

13. 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.

We are complying with DfE guidance, recording daily attendance and the criteria of those attending i.e. Key worker children, vulnerable etc.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Imberhorne School will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

- All staff have been reminded of the school safeguarding procedures and been issued with the contact number for the DSL
- Normal safeguarding procedures apply with contact with IPEH and MASH as appropriate

15. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite.

16. Children and online safety away from school and college

Imberhorne School will adhere to the following substantive policies;

- ICT – acceptable use policy
- Online Safety/Misuse of text and images policy
- Specific guidance issued to staff for online teaching during the closure period
- Advice issued to parents to support online safety during the closure period

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17. Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>