

**COVID-19 school closure arrangements for**

**Safeguarding and Child Protection at**

**Newark Orchard School**

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**Key Contacts:**

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| --- | --- | --- |
| **Role** | **Name** | **Contact Details** |
| Designated Governor for Child Protection  Snr Designated Safeguarding Lead  Name of additional Safeguarding Officers  LA Safeguarding Children in Education Officer  LA Child Protection Contact/LADO  MASH (Multi-agency Safeguarding Hub)  Emergency Duty Team  (Children’s Social care)  Early Help Unit  Prevent Referral / Operation Striver | **Laura Redfern**  **Rebecca Turner**  **Margot Tyers**  Head Teacher  **Leanne Hurdle**  Deputy Head 3-14  **Lisa Williams**  Deputy Head 14-18 & Designated LAC Teacher  **Cheryl Stollery**  **Eva Callaghan** or covering LADO | [Laura.redfern@newarkorchard.notts.sch.uk](mailto:Laura.redfern@newarkorchard.notts.sch.uk)  [Rebecca.turner@newarkorchard.notts.sch.uk](mailto:Rebecca.turner@newarkorchard.notts.sch.uk)  07572843622 (school safeguarding mobile)  [head@newarkorchard.notts.sch.uk](mailto:head@newarkorchard.notts.sch.uk)  [lhurdle@newarkorchard.notts.sch.uk](mailto:lhurdle@newarkorchard.notts.sch.uk)    [lisa.williams@newarkorchard.notts.sch.uk](mailto:lisa.williams@newarkorchard.notts.sch.uk)  0115 8041047  0115 8041272  0300 500 80 90  0300 456 4546 (Outside of office hours)  Tel: 0115 8041248 9am to 4.30pm Monday to Friday or please use  [early.help@nottscc.gov.uk](mailto:early.help@nottscc.gov.uk) and password protect any confidential information  Address: Early Help Unit, Meadow House, Littleworth,  Mansfield, Nottinghamshire NG18 2TB  Made by SDL to [prevent@nottinghamshire.pnn.police.uk](mailto:prevent@nottinghamshire.pnn.police.uk)  Made by SDL [cnm@nottinghamshire.pnn.police.uk](mailto:cnm@nottinghamshire.pnn.police.uk) |

**1. Context**

From 20th March 2020,schools and all childcare providers were asked 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 addendum of the Newark Orchard School Safeguarding and Child Protection Policy 2019 – 2020, contains details of our individual safeguarding arrangements in the following areas:

**2. 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 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 should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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.

Newark Orchard 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 people for this will be: Rebecca Turner (SDSL) Leanne Hurdle and Lisa Williams (LAC Lead). 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 Newark Orchard School will explore the reasons for this directly with the parent. With support in place the child may be able to stay within their homes.

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

**3. Attendance monitoring**

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

Newark Orchard School and social workers will agree with parents/carers whether children in need should be attending school – School will then follow up on any pupil that they were expecting to attend, and who does not. Newark Orchard 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.

Information will then be updated on CPoms and the SLT Lead/SDSL will then coordinate plans to contact the parents/carers. If communications are not answered a home visit will be arranged.

To support the above, School will, when communicating with parents/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 SDSL will notify their social worker.

**4. Designated Safeguarding Lead**

Newark Orchard School has a Designated Safeguarding Lead (DSL) and 3 Deputy DSLs

The Designated Safeguarding Lead is: **Rebecca Turner**

The Deputy Designated Safeguarding Leads are: **Leanne Hurdle, Lisa Williams and Margot Tyers**

A trained DSL will be available on site. Where this is not possible the Senior DSL will be available to be contacted via phone; for example when working from home. (see contact list)

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 child protection online management system, CPOMS and liaising with the offsite DSL 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 or college.

It is important that all Newark Orchard School staff have access to a trained DSL therefore we will maintain at least one member of the SLT on site who are all trained DSLs.

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

**5. 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 via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Head of School or the SLT Lead on site.

This will ensure that the concern is received.

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 Head Teacher or directly to the LADO.

If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally and followed up with an email to the Head Teacher or directly to the LADO.

Concerns around the Head Teacher should be directed to the Chair of Governors: **Laura Redfern.**

**6. 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 deputies) who have 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 Newark Orchard 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 the receiving setting’s child protection policy, confirmation of local processes and confirmation of DSL arrangements.

**7. 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, Newark Orchard 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.

Where Newark Orchard 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.

Newark Orchard 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, 2019 ..

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.

**8. Supporting children not in school**

Newark Orchard School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL 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 plan must be recorded on CPOMS, as should a record of contact made.

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

Newark Orchard School and its SDSL 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 SDSL will consider any referrals as appropriate.

The school will share safeguarding messages to parents/carers on its website and social media pages.

Newark Orchard School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Newark Orchard School need to be aware of this in setting expectations of pupils’ work where they are at home.

Newark Orchard 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.

This will be bespoke to each child and recorded on CPOMS.

**9. Supporting children in school**

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

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

Newark Orchard 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.

Newark Orchard 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. This will be bespoke to each child and recorded on CPOMS if necessary.

Where Newark Orchard School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Head Teacher and members of the Governing Body.

**10. Peer on Peer Abuse**

Newark Orchard 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, 2019 and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required, to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.