

# Waltham Forest COVID-19 Safeguarding Policy

## Schools Safeguarding Policy COVID-19 School Closure arrangements for Safeguarding and Child Protection at Leytonstone School

School Name: Leytonstone School

Covid-19 School Closure Addendum created by the Local Authority of Waltham Forest, adapted by Marta Hotez

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## **Contents of the Covid 19 School Closure Addendum**

|   |    |
|---|----|
| 1. Context  | 3  |
| 2. Key contacts   | 3  |
| 3. Vulnerable children                                      | 3  |
| 4. Attendance monitoring                                    | 4  |
| 5. Designated Safeguarding Lead (DSL)                       | 5  |
| 6. Reporting a concern                                      | 5  |
| 7. Safeguarding training and induction                      | 6  |
| 8. Safer recruitment/volunteers and movement of staff       | 7  |
| 9. Online safety in schools and colleges                    | 7  |
| 10. Children and online safety away from school and college | 7  |
| 11. Supporting children not in school                       | 8  |
| 12. Supporting children in school                           | 8  |
| 13. Peer on peer abuse                                      | 9  |
| 14. Support from the Local Authority and useful numbers     | 10 |

## 1. Context

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible.

Schools and all childcare providers were at the same time 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 to Leytonstone School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## 2. Key Contacts:

| Role                              | Name            | Contact Number | Email  |
|-----------------------------------|-----------------|----------------|--|
| Designated Safeguarding Lead      | Marta Hotez     | 07857600363    | <a href="mailto:mtarasewicz.320@lgflmail.org">mtarasewicz.320@lgflmail.org</a>                           |
| Deputy DSL                        | Innes Weir      | 07857600359    | <a href="mailto:iweir1.320@lgflmail.org">iweir1.320@lgflmail.org</a>                                     |
| Head Teacher                      | Jessica McQuaid | 02089887420    | <a href="mailto:jmcquaid1.320@lgflmail.org">jmcquaid1.320@lgflmail.org</a>                               |
| Other Safeguarding Team members : | Joanne Letson   | 07850913694    | <a href="mailto:joanne.letson@leytonstone.waltham.sch.uk">joanne.letson@leytonstone.waltham.sch.uk</a>   |
|                                   | Jamie Sains     | 07903261029    | <a href="mailto:jamie.sains@leytonstone.waltham.sch.uk">jamie.sains@leytonstone.waltham.sch.uk</a>       |
|                                   | Tess Reedy      |                | <a href="mailto:treedy1.320@lgflmail.org">treedy1.320@lgflmail.org</a>                                   |
| Designated LAC teacher            | Marta Hotez     | 07857600363    | <a href="mailto:mtarasewicz.320@lgflmail.org">mtarasewicz.320@lgflmail.org</a>                           |
| Deputy Heads                      | Joanne Letson   | 07850913694    | <a href="mailto:joanne.letson@leytonstone.waltham.sch.uk">joanne.letson@leytonstone.waltham.sch.uk</a>   |
|                                   | Brandon Hughes  | 07525872065    | <a href="mailto:brandon.hughes@leytonstone.waltham.sch.uk">brandon.hughes@leytonstone.waltham.sch.uk</a> |
| Chair of Governors                | Fiona Sinclair  |                | <a href="mailto:fsinclair8.320@lgflmail.org">fsinclair8.320@lgflmail.org</a>                             |
| Safeguarding Governors            | Shona Ramsay    |                | <a href="mailto:sramsay16.320@lgflmail.org">sramsay16.320@lgflmail.org</a>                               |

## 3. 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 that 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 their 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 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.

Leytonstone School will continue to work with and support children's social workers to help protect the vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for care experienced children and young people. The lead person for this will be the Designated Safeguarding Lead.

There is an expectation that vulnerable children who have a social worker should attend an education setting, so long as they or their household members do not have underlying health conditions that put them and others 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 Leytonstone School will explore the reasons for this directly with the parent.

Where parents/carers are concerned about the risk of the children contracting COVID-19, Leytonstone School or the social worker will talk through these anxieties with the parents/carers following the advice set out by Public Health England.

Leytonstone School encourages our vulnerable children and young people to attend a school, including remotely if needed.

#### **4. 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 Leytonstone School has any children in attendance (e.g. because they are vulnerable or their parent(s)/Carer(s) are critical workers) we submit the daily attendance sheet to the DfE and the Local Authority 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.

Leytonstone School and social workers will agree with parents/carers whether children in need should be attending school – Leytonstone School will then follow up

on any pupil that they were expecting to attend, who does not. The 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, Leytonstone 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 circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their social worker.

## **5. Designated Safeguarding Lead**

Leytonstone School has a Designated Safeguarding Lead (DSL) and a deputy DSL.

The Designated Safeguarding lead is: Marta Hotez

The Deputy Designated Safeguarding Lead is: advertised

The optimal scenario is to have a member of the Safeguarding Team available on site. Where this is not the case a trained DSL (or deputy) is always available to be contacted via phone or online video – for example when working from home. A trained DSL will always be contactable.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader assumes responsibility for co-ordinating safeguarding on site.

This includes updating and managing access to child protection online management systems, safeguarding reporting systems and liaising with the off-site DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or carry out statutory assessments.

All Leytonstone School staff and volunteers have access to a trained member of the Safeguarding Team. On each day, the staff on site are aware of who that person is and how to contact them.

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

## **6. 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 recording it on the school's safeguarding software -CPOMs and can be done remotely.

In the unlikely event that a member of staff cannot access the school's safeguarding reporting system remotely, they should email the Designated Safeguarding Lead or another member of the Safeguarding Team or Headteacher. 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 or volunteering with children in the school, they should follow the school reporting process and inform the Headteacher as soon as possible. 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, Fiona Sinclair.

If staff are concerned that they cannot report this they should utilise the whistleblowing process and contact [lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)

## **7. Safeguarding Training and Induction.**

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so that they know what to do if they are worried about a child.

Where new staff are recruited with an immediate start, or new volunteers enter the school, they will continue to be provided with a safeguarding induction.

In the event of staff being deployed to another education or children's workforce setting or deployed 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.

For movement between schools or indeed between employers, schools should seek assurance from the originating school that the member of staff has received the appropriate safeguarding training.

Upon arrival, they will be given a copy of the host setting's child protection policy, confirmation of the local processes and confirmation of the DSL arrangements.

## **8. 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, Leytonstone 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 (2020) (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 the school were to utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167-172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Leytonstone School will continue to follow the legal duty to refer to the Local Authority Designated Officer ([lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)) and 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.

Leytonstone 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the 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, Leytonstone School will continue to keep the single central record (SCR) up to date as outline in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in school**

Leytonstone School will continue to provide a safe environment, this includes online. This will include the use of an online filtering system.

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

## **10. 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 that a child may be at risk. Any such concerns should be dealt with as per the safeguarding 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 Leytonstone School Code of Conduct.

The school will ensure any use of online learning tools and systems is in line with the privacy and data protection/GDPR requirements.

Leytonstone School use Google Classrooms to regularly set online learning sessions for the pupils in order to cover the Curriculum. This platform is also used by Leytonstone School to provide feedback on the pupils' work and a communicate clarifications. We are not delivering remote video lessons or conference calls teaching.

If live virtual lessons were to be used, below are some things we will consider before their delivery:

- No 1:1's, groups only
- 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;
- The live class should be recorded so that if 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 their senior managers and approved by or IT network manager/provider to communicate with pupils.
- Staff should record the length, time, date and attendance of any sessions held.

## **11. Supporting children not in school.**

Leytonstone School is committed to ensuring the safety and well-being of all our students.

Where the Safeguarding Team or the Pastoral Team have 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 concern must be recorded on the safeguarding recording system as should a record of the contact made.

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

The Safeguarding Team and the Heads of Years will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the Safeguarding Team will consider any referrals as appropriate.

The school will share safeguarding messages on its website, via parent mail and its social media pages.

Leytonstone 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 Leytonstone School need to be aware of this in setting expectations of pupils' work where they are at home.

## **12. Supporting children in school**

Leytonstone 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 Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate to maximise safety.

Leytonstone 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 others measures to limit the risk of the spread of COVID-19.

Leytonstone School will ensure that where we care for the children of critical workers and vulnerable children on site, we ensure that appropriate support is in place for them.

Where the 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 Local Authority leads.

## **13. Peer on peer abuse**

Leytonstone 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 those outlined in our safeguarding and child protection policy.

We 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 will be recorded on our safeguarding recording system and appropriate referrals will be made.

## **14. Support from the Local Authority.**

The Local Authority education team will provide support and guidance as appropriate to enable the Safeguarding Team to carry out their role effectively. This includes supporting them to access child protection files for the purpose of quality assurance, support, guidance and direction.

## **Useful Contact Numbers**

MASH:

020 8496 2310

LADO:

lado@walthamforest.gov.uk

020 8496 3646

Caroline: 07770 052 421

Gill: 07791 559 789

Safeguarding in Education:

Safeguardingineducation@walthamforest.gov.uk

Caroline: 07770 052 421

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