



The Radclyffe School
"Working Together for Excellence"

COVID-19 school closure arrangements for Safeguarding and Child Protection at The Radclyffe School (Addendum update January 2021)

School Name:	The Radclyffe School
Policy owner:	John Cregg/Denise Harrison/Tina Cavanagh/Andrew Meehan
Date:	19 th January 2021
Date shared with staff:	20 th January 2021



COVID-19 school closure arrangements for Safeguarding and Child Protection at The Radclyffe School.

This Policy addendum is effective January 2021 – until full face-to-face classroom provision is resumed.

Context

To support public health efforts during the return to school in January, secondary schools will invoke a phased return to face-to-face provision at the start of term.

From 4th January 2021 Secondary age parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of critical workers to the COVID-19 response - who absolutely need to attend.

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 The Radclyffe School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- Context
- Key Contacts
- Vulnerable children
- Critical workers
- Attendance monitoring
- Designated Safeguarding Leads
- Reporting concerns
- Safeguarding training
- Safer recruitment and volunteers
- On-line safety
- Supporting children in and out of school
- Peer on peer abuse



Key contacts

Remain as per the School Safeguarding and Child Protection Policy.

Role	Name	Contact Number	Email
Head Teacher	John Cregg	07834 341161	JCregg@theradclyffeschool.co.uk
Designated Safeguarding Lead	Denise Harrison	07980 368130	DHarrison@theradclyffeschool.co.uk
Designated Safeguarding Lead (Mondays)	Andrew Meehan	07739 917987	AMeehan@theradclyffeschool.co.uk
Deputy Designated Safeguarding Lead	Tina Cavanagh	07725 745980	TCavanagh@theradclyffeschool.co.uk
Designated Teacher for Children Looked After & SENCO	Jill Williams	0161 622 3200	JWilliams@theradclyffeschool.co.uk

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services; children receiving Early Help
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET (‘not in employment, education or training’)
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)



- care leavers
- others at the provider and local authority’s discretion including students and students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Leads (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.

The Radclyffe 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 children looked-after and previous children looked-after. The lead designated person for children looked-after is Mrs Jill Williams who is also SENCO.

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 increased risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and The Radclyffe School will explore the reasons for this directly with the parent/carer.

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

The Radclyffe School will encourage our vulnerable children and young people to attend a school.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

Attendance monitoring

In mainstream schools, all secondary-age students who are not expected to be in school during the weeks commencing 4th January, should be recorded as 'code X'.



Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements. However, those children still deemed clinically extremely vulnerable are advised not to attend school.

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

The Radclyffe 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.

Telephone calls will be made to the parents/carers in these circumstances.

To support the above, The Radclyffe 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 Radclyffe School will notify their social worker.

Designated Safeguarding Lead

The Radclyffe School has 2 Designated Safeguarding Leads (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Denise Harrison
Andrew Meehan (Monday)

The Deputy Designated Safeguarding Lead is: Tina Cavanagh

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online via Teams - for example when working from home.

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 and will liaise directly with the DSL or deputy DSL.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) 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 Radclyffe School.

Staff and volunteers will have access to a trained DSL (or deputy) and have been provided with their telephone numbers.



The DSL or a member of the Child Protection Management Team as delegated by the DSL or Deputy DSL, will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy 2020, this includes making immediate contact with the DSL, Deputy or a member of the Child Protection Management team and once this knowledge has been imparted verbally (via telephone or Team call) making a report via CPOMS, which can be done remotely.

If a concern is raised out of hours, the member of staff should follow the same procedures outlined above. All telephone numbers are published. If a response is not received, staff must continue to exhaust all contacts in the key contact section of the school child protection and safeguarding policy.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead or Deputy DSL who will upload the concern themselves.

Staff are reminded of the need to report any concern immediately and without delay and verbally. Staff should not email concerns without first speaking to a DSL, Deputy DSL or member of the Child Protection Management Team.

Where staff are concerned about an adult working with children in the school, they should inform the headteacher immediately.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the head teacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors, Mrs S Webb.

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 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 The Radclyffe School, the DSL should be informed by the Human Resource Manager to ensure they are provided with a child protection and safeguarding induction.

If staff are deployed from another education or children’s workforce setting to our school, we will consider 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 Safeguarding and Child protection policy.

Safer recruitment/volunteers

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, The Radclyffe 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).

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

If The Radclyffe School uses 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.



The Radclyffe 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.

The Radclyffe 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’.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding and child protection perspective that any school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, The Radclyffe School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Volunteers

Should it be deemed necessary to use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Staff who, on an unsupervised basis provide personal care on a one-off basis in The Radclyffe School will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes at all times.



Online safety

The Radclyffe 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.

Where students are using a device issued by The Radclyffe School online filtering and safeguarding systems will be used.

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 Safeguarding and Child Protection Policy 2020 and where appropriate referrals made as above. The DSL or Deputy DSL will, where appropriate, make referrals into children’s social care and as required, the police.

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

Staff will communicate with students via their school email addresses and their line-manager will be copied into this communication.

Below are some things to consider IF there are virtual lessons, especially where webcams are involved:

- No 1:1s, 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; and the background should be blurred.
- The live class should 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 our IT network manager Mr Hardy to communicate with students
- Staff should record, the length, time, date and attendance of any sessions held.



Supporting children not in school

The Radclyffe school is committed to ensuring the safety and wellbeing of all its Children.

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.

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

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

The Radclyffe School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers.

The Radclyffe School will offer email support to those children currently accessing the school counsellor.

Teachers at The Radclyffe School are aware of this in setting expectations of students' work where they are at home.

Personal Learning Guides will ensure contact is made at least once per week with their groups and direct any concerns using the already documented procedures.

Children considered vulnerable who are not accessing a school place will be contacted by a member of the Child Protection Management Team weekly (at least) but the regularity will be agreed in consultation with the social worker managing the case

Supporting children in school

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

The Radclyffe 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 student ratio numbers are appropriate, to maximise safety.

The Radclyffe 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.



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The Radclyffe 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 through liaison with the SENCO, Mrs Williams.

Peer on Peer Abuse

The Radclyffe 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 Safeguarding and Child Protection Policy.

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

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

The Radclyffe School:

Policy owner: Denise Harrison

Date: 19.1.2021

Date shared with staff: