



SAFEGUARDING POLICY

APPENDIX 12: COVID-19

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

1. 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 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 Pointer School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts in school

Role	Name	Email
Designated Safeguarding Lead	Kacey Greenwood	DSL@pointers-school.co.uk
Deputy Designated Safeguarding Leads	Charlotte Crookes Sarah Phillips Mireille Dirx	ccrookes@pointers-school.co.uk sphillips@pointers-school.co.uk mdirx@pointers-school.co.uk
Headmaster	Adam Greenwood	head@pointers-school.co.uk
Proprietor	Robert Higgins	proprietor@pointers-school.co.uk



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2. Attendance monitoring

Education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If The Pointer School has any children in attendance (e.g. because their parent(s) are critical workers) 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.

To support the above, The Pointer School will, when communicating with parents, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

3. Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: K Greenwood

The Deputy Designated Safeguarding Lead are: C Crookes, S Phillips, and M Dirxx.

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 video - 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.

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

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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



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4. 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 a member of the safeguarding team, which can be done remotely.

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 Headmaster by email. If there is a requirement to make a notification to the Headmaster whilst away from school, this should be done verbally and followed up with an email to the headmaster.

Concerns around the Headmaster should be directed to the Proprietor, Mr R Higgins via phone or email, as seen in the above chart.

The DSL team will continue to offer support in the process of managing allegations.

5. Safeguarding Training and Induction

DSL training is very unlikely to take place 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 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 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 The Pointer 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.



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6. 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, The Pointer 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.

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

7. Online safety in schools and colleges

The Pointer School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers or other devices in school, appropriate supervision will be in place.



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8. 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. This is in addition to your normal school safeguarding responsibilities.

The Pointer School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Online teaching will be conducted via Google Classroom, and should follow the same principles as set out in the school code of conduct.

On occasion, parents or pupils may wish to communicate with teachers via Online Video Calls. The only platforms permitted for online video calls between Staff and pupils or their parents are Google Hangouts or Skype. Staff should only use their school Google Account to communicate when using these platforms, not personal email accounts. These platforms have been specified by senior managers and approved by our IT network manager to communicate professionally.

Below are some things to consider when delivering virtual sessions, especially where webcams are involved:

- A responsible adult must always be present in the room the child is in, to supervise the video call.
- 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 or bathrooms; and the background should be as plain as possible.
- Video calls should be kept to a reasonable length of time (as a guide the school recommends approx. 15 mins).
- Language must be professional and appropriate, including any family members in the background.
- Staff should keep a record of the length, time, date and attendance of any sessions held.

9. Supporting children not in school

The Pointer 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 or young person.

Details of this plan must be recorded in the Pastoral Care plan, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. The Pointer School and its DSL 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 DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages.



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

10. Supporting children in school

The Pointer School is committed to ensuring the safety and wellbeing of all its children. The Pointer School will continue to be a safe space for all children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Pointer 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.

The Pointer 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.

Where The Pointer School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will evaluate whether it is safe to keep the school open for children of Key Workers.

11. Peer on Peer Abuse

The Pointer 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 Child Protection Policy. The school 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 must be recorded in the Safeguarding Log and appropriate referrals made.

Signed:

Mr Adam Greenwood

Headmaster

Mr Robert Higgins

Proprietor

Mrs Kacey Greenwood

Designated Safeguarding

Lead

Date reviewed:

12.04.2020