SAFEGUARDING & CHILD PROTECTION POLICY Addendum COVID-19 school closure arrangements for Safeguarding and Child Protection at UTC Leeds

Adopted by the Governing board: April 2020

To be reviewed by governors: April 2021

SLT: Tim Smeaton
Governor: Ken Hall

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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 and children who are vulnerable and cannot be safely cared for at home.

It is the responsibility of the host school for safeguarding and child protection for all pupils who are attending regardless of whether they are on roll at that school.

All staff working in schools should understand their specific roles in the safeguarding of children.

This addendum of the UTC Leeds 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	Tim Smeaton	0113 353 0140	tim.smeaton@utcleeds.co.uk
Deputy Designated Safeguarding Leads	Caron Parker S Ellis P Ellis	0113 353 0140	Caron.parker@utcleeds.co.uk Paul.ellis@utcleeds.co.uk Sarah.ellis@utcleeds.co.uk
Headteacher	Hannah Wilson	0113 353 0140	Hannah.wilson@utcleeds.co.uk
Trust Safeguarding Manager			
Chair of Governors	Tim Craven	0113 353 0140	Tim.craven@utcleeds.co.uk
Safeguarding Governor / Trustee	Ken Hall	0113 353 0140	Ken.hall@utcleeds.co.uk

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3. Other Key Contacts:

Children's Services Education Safeguarding Team   **0113 3789685**
Email: estconsultation@leeds.gov.uk
Children's social work service duty and advice team   **0113 3760336**
Email: childscreening@leeds.gov.uk
Emergency Duty Team (Out of hours)   **0113 5350600**
Email: childrensEDT@leeds.gov.uk
Prevent Team   **0113 5350810**
Email: prevent@leeds.gov.uk
LADO service   **0113 3789687**
Email: lado@leeds.gov.uk
Leeds Schools Crisis line   **0113 3783645**

4. 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 and children and families with early help 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 SENCO 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 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.

UTC Leeds 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 person for this will be: Tim Smeaton

The offer to attend school is extended to all identified vulnerable children who have a social worker, so long as they do not have underlying health conditions that put them at increased

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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 UTC Leeds will explore the reasons for this directly with the parent and this will be recorded.

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

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

5. 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 UTC Leeds has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers 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.

UTC Leeds and social workers will agree with parents/carers whether children in need should be attending school – UTC Leeds will then follow up on any pupil that they were expecting to attend, who does not. UTC Leeds 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, UTC Leeds will, when communicating with parents/carers and 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, UTC Leeds will notify their social worker.

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6. Designated Safeguarding Lead

UTC Leeds school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Tim Smeaton

The Deputy Designated Safeguarding Lead is: Caron Parker

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 records both offline or online management system, 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 school or college.

It is important that all UTC Leeds 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. All onsite staff should be made aware of the children's services education safeguarding team consultation line number (0113 3789685) should a DSL be unavailable and they require safeguarding advice.

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

The senior DSL will ensure that operational staff with designated safeguarding responsibilities, access regular supervision, which can be undertaken remotely through electronic communications (e.g. skype, mobile communications etc.)

7. 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 and formally recording concerns via the school's electronic safeguarding systems, (e.g. CPOMS) which can be done remotely. Or secure email systems with completed cause for concern forms attached.

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 contact their Principal – Hannah Wilson Tel: 0113 353 0140 Hannah.wilson@utcleeds.co.uk.

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

Concerns around the Headteacher should be directed to the Chair of Governors: Tim Craven at e-mail: Tim.Craven@utcleeds.co.uk Telephone: 0113 3530140

All staff must follow Part 4 of Keeping Children Safe in Education (2019) and the UTC Leeds (local authority model) safeguarding and child protection policy (section 10.2) guidance for managing allegations against staff. The case manager must use the local authority designated officer (LADO) notification form (see Appendix 13 of local authority model safeguarding model child protection policy) in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their school's HR Advisor/provider/contact. The completed LADO notification form must be sent to lado@leeds.gov.uk within one working day of the allegation being made.

The education safeguarding team manager (Raminder Aujla raminder.aujla@leeds.gov.uk) will continue to offer support in the process of managing allegations.

8. 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 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 UTC Leeds, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, online safety policy including acceptable use and confirmation of local processes and confirmation of DSL arrangements.

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9. 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, UTC Leeds 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. https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines

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 UTC Leeds 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.

UTC Leeds 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.

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

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10. Online safety in schools and colleges

UTC Leeds 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.

11. 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.

Online teaching should follow the same principles as set out in the Guidance for safer working practice for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).

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

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

- No 1:1s, groups only. In cases where 1:1 tuition is essential, staff must seek formal written agreement from a senior manager and the pupil's parent.
- 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; staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings.
- 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 / provider to communicate with pupils
- Staff should record, the length, time, date of any sessions held as follow (in line with the school timetable for students to work from home).

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12. Supporting children not in school

UTC Leeds 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, 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.

UTC Leeds and its DSL 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 DSL will consider any referrals as appropriate.

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

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

13. Supporting children in school

UTC Leeds is committed to ensuring the safety and wellbeing of all its students.

UTC Leeds 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.

UTC Leeds 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.

UTC Leeds 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.

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Where UTC Leeds 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 education safeguarding team and/or health and safety team.

14. Peer on Peer Abuse

UTC Leeds 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 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 keeping with school reporting and recording systems (e.g. CPOMS) and appropriate referrals made.

15. Mental health and Well-Being

UTC Leeds recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

Schools may also wish to ensure that there is a plan in place for how any bereavements may be handled, including obtaining support services as appropriate.

Useful contacts/web links:

Child line: 0800 1111
www.childline.org.uk
www.nhs.uk
Mind.org.uk
www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

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www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips
www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak
www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/
https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing
www.mindmate.org.uk/

16. Staff who bring their own children into school due to a lack of suitable alternative childcare

In addition to advice issued centrally by the Local Authority on this issue: where these are pre school children schools must also have regard to the Disqualification Regulations 2018: The Childcare (Disqualification) Regulations 2018 and Childcare Act 2006, which set out who is disqualified from working with children.

17. Support from the Local Authority

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.

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