



Elmfield Rudolf Steiner School

Annex to Child Protection Safeguarding Children Policy (COVID-19 Response)

July 2020

Policy Tracker – Responsibility for monitoring this policy: Ruth Beachim-Ratcliffe			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
10/04/2020	Ruth Beachim-Ratcliffe	Designated Safeguarding Lead	
22/04/2020	Ruth Beachim-Ratcliffe	Designated Safeguarding Lead	
26/05/2020	Ruth Beachim-Ratcliffe	Designated Safeguarding Lead	
18/06/2020	Ruth Beachim-Ratcliffe	Designated Safeguarding Lead	
10/07/2020	Ruth Beachim-Ratcliffe	Designated Safeguarding Lead	

Annex to Child Protection Policy Safeguarding Children – version 1.4

Child protection during the COVID-19 measures

1. Context

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

This annex applies during the period of school closure due to Covid-19 and reflects updated advice from the Government and Dudley Safeguarding People Partnership Board. Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

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Unless covered here, our normal child protection policy continues to apply.

2. Version control and dissemination

This is version 1.4 of this annex. It will be reviewed by our DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here <https://elmfield.com/wp-content/uploads/2019/11/Child-Protection-Policy-Oct-2019.pdf> and is made available to staff by email.

We will ensure that on any given day all staff and volunteers either in attendance or working remotely will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

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3. Safeguarding priority

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education 2019. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people should be allowed to gain access to children
- children should continue to be protected when they are online.

4. Current school position

Elmfield School is currently open in accordance with government guidelines for pupils who are the children of critical workers, are vulnerable or are in the year groups as directed by guidance. Pupils needing provision have been and may be continuing to attend alternative settings as arranged with the DSL and our Local Educational Authority.

Any staff and volunteers attending on site from outside our school will complete an induction to ensure they are aware of safeguarding risks and know how to act if they have concerns.

5. Safeguarding partners' advice

We continue to work closely with the Dudley Safeguarding People Partnership Board and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

6. Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, our DSL will be available and on the school site during school hours, and at least one deputy DSL will be available during the school day. Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and/or online video; or
- ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online video.

7. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents can decide whether they need to continue to be offered a school 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.

We are encouraging our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

8. Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are making provision for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

9. Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, FaceTime, Skype or by contacting a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure the family are not put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.

10. Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures <https://elmfield.com/wp-content/uploads/2019/11/Child-Protection-Policy-Oct-2019.pdf> and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in strict accordance with our policies and procedures.

11. Staff training and induction

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If there is a need for staff from another setting to attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

12. Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable should not be allowed to enter the children's workforce or gain access to children.

When recruiting new staff, we will continue to follow our Recruitment policy <http://elmfield.com/wp-content/uploads/2019/12/Staff-Recruitment-Volunteer-Policy-January-2020.pdf> .

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. In urgent cases, when validating proof of identity documents we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. New staff must still present the original documents when they first attend work at our school.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

13. Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy, which can be accessed here <https://elmfield.com/wp-content/uploads/2019/11/Child-Protection-Policy-Oct-2019.pdf> .

14. Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and are aware of their responsibilities during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Child Protection Policy <https://elmfield.com/wp-content/uploads/2019/11/Child-Protection-Policy-Oct-2019.pdf> .

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

Parents will be given appropriate guidance and advice to assist with keeping children safe online.

15. New children at the school

There may be a necessity for children to join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

16. Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

Where possible we will continue to offer our current support for pupil mental health for all pupils. We will continue to signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

17. Links to other policies

This policy links to the following policies and procedures:

- Child Protection Policy
<https://elmfield.com/wp-content/uploads/2019/11/Child-Protection-Policy-Oct-2019.pdf>
- Staff Code of Conduct
<http://elmfield.com/wp-content/uploads/2019/12/Staff-Code-of-Conduct-January-2020.pdf>
- Acceptable Use Policy
<http://elmfield.com/wp-content/uploads/2019/11/Media-Policy-and-Acceptable-Use-Agreement-Nov-2019.pdf>
- Health and Safety Policy
<http://elmfield.com/wp-content/uploads/2019/05/Health-and-Safety-Policy-April-2019.pdf>
- Anti-bullying Policy
<http://elmfield.com/wp-content/uploads/2019/08/Anti-Bullying-Policy-August-2019.pdf>
- Whistle blowing Policy
<http://elmfield.com/wp-content/uploads/2019/12/Whistleblowing-Policy-January-2020.pdf>
- Recruitment Policy

<http://elmfield.com/wp-content/uploads/2019/12/Staff-Recruitment-Volunteer-Policy-January-2020.pdf>