

## **Annex**

# **COVID-19 School Arrangements for Safeguarding and Child Protection at The Purcell School**

## **Context**

From 20<sup>th</sup> 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 Purcell School's Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key Contacts

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Safeguarding Governor	Rebecca Mooney	07866461482	<a href="mailto:Safeguardinggovernor@purcell-school.org">Safeguardinggovernor@purcell-school.org</a>

## 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 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have the flexibility to offer support to those on the edge of receiving children's social care.

The Purcell 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. The lead person for this will be: Elizabeth Searle

The Purcell School will continue to run remotely and those vulnerable students who do not wish to attend a local school setting in arrangement with their social worker will be expected to continue to attend The Purcell School remotely.

## COVID-19 School Arrangements for Safeguarding and Child Protection at The Purcell School

### **Attendance Monitoring**

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

### **Designated Safeguarding Person**

The Purcell School has a Designated Safeguarding Person (DSP) and 5 Deputy DSP.

The Designated Safeguarding Lead is: Elizabeth Searle

The Deputy Designated Safeguarding Lead are: Ziggy Szafranski, Sally-Ann Whitty, Paul Bambrough, Paul Hoskins, Deborah Shah

A trained DSL (or deputy) will be available to be contacted via phone or online video – for example when working from home.

The 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 Policy, this includes making a report via Myconcern, which can be done remotely.

In the unlikely event that a member of staff cannot access their Myconcern from home, they should email the Designated Safeguarding Person and a Deputy Safeguarding Person. 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 with children, they should report the concern to the Principal.

Concerns around the Principal should be directed to the Chair of Governors:  
Sir Roger Jackling, he can be contacted through the Clerk to the Governors, Mr Adam Wroblewski  
[a.wroblewski@purcell-school.org](mailto:a.wroblewski@purcell-school.org)

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

### **Safeguarding Training and Induction**

DSP 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 DSP (or deputy) who has been trained will continue to be classed as a trained DSP (or deputy) even if they miss their refresher training. We would ask that if the qualification runs out during this period that training takes place on Educare until Herts training is resumed.

### **COVID-19 School Arrangements for Safeguarding and Child Protection at The Purcell School**

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSP should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

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 DSP arrangements.

### **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 Purcell 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.

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

### **COVID-19 School Arrangements for Safeguarding and Child Protection at The Purcell School**

### **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 schools code of conduct.

The Purcell School 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:

- If 1:1s, follow the guidance for 1:1 remote learning.
- 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.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed by The Purcell School
- Staff should record, the length, time, date and attendance of any sessions held.

### **Supporting Children Not in School**

The Purcell School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSP 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 plan is in place for that child or young person.

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

The communication plans can include; remote contact, online visual contacts or phone contacts. Other individualised contact methods should be considered and recorded.

This plan must be reviewed regularly and where concerns arise, the DSP and DDSP's will consider any referrals as appropriate.

The Purcell 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.

### **COVID-19 School Arrangements for Safeguarding and Child Protection at The Purcell School**

Teachers at The Purcell School need to be aware of this in setting expectations of students' work where they are at home.

### **Peer on Peer Abuse**

The Purcell 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 Child Protection Policy.

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

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

### **The Purcell School Remote Learning Guidance**

#### **Practicalities:**

Parents and guardians must reply to the School Post email giving consent before lessons can start. Students may be asked sign up for Zoom <https://zoom.us> using their school email address (so that they can use the platform without sharing their home email).

Teachers will email students to let them know that they will be organising an initial online lesson, once their parents have given the school their consent, and once they have signed up for Zoom.

Teachers will schedule a lesson during the normal school day (8.40-6), at a time when a parent or other adult can be present at the start. In Zoom this takes the form of 'inviting the student to a meeting', which generates an automatic Zoom email to students from a Purcell email. The student receives an email and enters a code to join the meeting. It is very straightforward once you've got used to it.

Lessons should be 30 or 45 minutes in the first instance, and scheduling must take account of likely pressures on time in the household of available rooms, equipment, and broadband.

Do expect things to be frustrating, and be assured that any contact is better than none: if the online teaching is unsatisfactory, a lot of help can be offered by emailing tips, and by responding to audio and video files that students can share upload to YouTube privately.

You don't need any particularly fancy equipment, but the better the device (at each end), the better it will be: computers or laptops are better than tablets, and phones least good. Zoom has settings that can be optimised for music (eg settings: audio: enable original sound).

### Safeguarding:

When learning online, the same safeguarding procedures and principles apply as when in school. Extra care should be taken to protect privacy and avoid sharing personal information. All apps and accounts must be accessed using a school email address and not a personal one. However they do not have to be used within Citrix, and work best outside Citrix.

There are a few additional areas that need extra thought before embarking on online teaching:

1. Lessons should always be conducted in an environment that is quiet, safe and free from distractions. Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
2. Staff and students must wear suitable clothing, as should anyone else in the household. If, upon starting the call, the student appears in an inappropriate room (or dress), the lesson should be terminated immediately, a note made and the School informed.
3. Language must be professional and appropriate from all parties, including any family members in the background.
4. Lessons should be during the School day, and kept to a reasonable length (30 or 45 minutes is recommended initially), because families may have other demands on their time and their internet access.
5. The teacher must always be the 'host' or initiator of the meeting, and may only record a part of the lesson if he/she has any safeguarding concerns.
6. Students may not record any part of the lesson at all, including screenshots and photos.
7. Staff should remain on the call until the student has successfully logged off, not before.
8. Staff should manage behaviour using the same systems that are currently used in school and in line with our policy.
9. The lesson may be terminated at any point if the teacher does not feel comfortable with any aspect of the call.
10. Any concerns resulting from the lesson should be reported immediately using Myconcern for staff and contacting the DSP for students or parents.

<b>Policy author / reviewer:</b>	<b>Policy date / review date:</b>	<b>Next review due:</b>
E Searle	March 2020	March 2021