



Child Protection and Safeguarding Policy

**Addendum: COVID-19 school closure
arrangements for Safeguarding and Child
Protection**

**Updated
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COVID-19 School Closure Arrangements

This addendum of the Denbigh Alliance Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- 1. Context**
- 2. Vulnerable children**
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1. Context

- 1.1. From 5.1.2021 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 – those who absolutely need to attend.
- 1.2. Schools and 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.

2. Vulnerable children

- 2.1. 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.
- 2.2. 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.
- 2.3. Those with an EHC plan will be risk-assessed in consultation with the Local Authority 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. Many children and young people with EHC plans can safely remain at home.
- 2.4. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.
- 2.5. Pastoral leaders, including the Designated Safeguarding Lead (and Deputies) 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 Denbigh Alliance 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 DSL will lead on this work, assisted by Pastoral Leaders and the LAC Coordinator.
- 2.6. 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 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 the Denbigh Alliance will explore the reasons for this directly with the parent.
- 2.7. A Care Plan will be undertaken for all children who have a social worker. This will be agreed by the relevant social worker and the plan reviewed by the pastoral leader / LAC co-ordinator.
- 2.8. Where parents are concerned about the risk of the child contracting COVID19, the Denbigh Alliance or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- 2.9. The Denbigh Alliance will encourage its vulnerable children and young people to attend school, and where this does not happen seek to support them in their home learning.

3. Attendance monitoring: students and staff

- 3.1. Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- 3.2. The Denbigh Alliance and Social workers will agree with parents/carers whether children in need, should be attending. The Denbigh Alliance will then follow up on any pupil that they were expecting to attend. The Denbigh Alliance 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.

- 3.3. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the Denbigh Alliance will notify their social worker.
- 3.4. The Denbigh Alliance will also monitor which staff (both teaching and non teaching) are on site at any one time and that they have the appropriate training and checks carried out on them.
- 3.5. The Denbigh Alliance will continue to monitor and update its single central record throughout the partial closure.

4. Designated Safeguarding Lead

- 4.1. Each School has a trained DSL and at least one Deputy DSL (see page 2)
- 4.2. 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.
 - 4.2.1. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site.
 - 4.2.2. Whilst working from home the safeguarding team will continue updating and managing access to child protection online management system, (CPOMS) 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.
 - 4.2.3. It is important that all Denbigh Alliance staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.
 - 4.2.4. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. Reporting a concern

- 5.1. 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 CPOMS, which can be done remotely.
 - 5.1.1. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the safeguarding team. This will ensure that the concern is received.
 - 5.1.2. Staff are reminded of the need to report any concern immediately and without delay.
- 5.2. Where staff are concerned about an adult working with children in the school, they should report the concern to the Head of School or Executive Headteacher. If there is a requirement to make a notification to the Head of School whilst away from school, this should be done verbally and followed up with an email to the Head of School.
- 5.3. Concerns around the Head of School or Executive Headteacher should be directed to the Chair of Governors for the relevant School.
- 5.4. The Denbigh Alliance will continue to offer support in the process of managing allegations.

6. Safeguarding Training and induction

- 6.1. DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.
 - 6.1.1. 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.
- 6.2. 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.
 - 6.2.1. Where new staff are recruited, or new volunteers enter The Denbigh Alliance, they will continue to be provided with a safeguarding induction.

- 6.3. 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:-
- 6.3.1.the individual has been subject to an enhanced DBS and children's barred list check
 - 6.3.2.there are no known concerns about the individual's suitability to work with children
 - 6.3.3.there is no ongoing disciplinary investigation relating to that individual
- 6.4. For movement within the Trust, schools should seek assurance from the Denbigh Alliance HR Manager that the member of staff has received appropriate safeguarding training.
- 6.5. 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.

7. Safer recruitment/volunteers and movement of staff

- 7.1. 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 Denbigh Alliance 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).
- 7.2. 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.
- 7.3. Where The Denbigh Alliance 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.
- 7.4. The Denbigh Alliance 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.
- 7.5. The Denbigh Alliance 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.
- 7.6. During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk
- 7.7. 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 Denbigh Alliance will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in school

- 8.1. The Denbigh Alliance will continue to provide a safe environment, including online. This includes the use of an online filtering system for computers used in school which are protected by firewall and key word filtering software.
- 8.2. Where students are using computers in school, appropriate supervision will be in place.
- 8.3. All students and staff sign up to the School's safer use of IT policy.

9. Children and online safety away from school

- 9.1. 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.

- 9.2. Any email contact with students and parents / carers should follow the same principles as set out in The Denbigh Alliance staff code of conduct.
- 9.3. The Denbigh Alliance will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

10. Supporting children not in school

- 10.1. The Denbigh Alliance is committed to ensuring the safety and wellbeing of all its Children and Young people.
- 10.2. 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.
 - 10.2.1. Details of this plan must be recorded on CPOMS, as should a record of contact have made.
 - 10.2.2. The communication plans can include remote contact or phone contact.
 - 10.2.3. The Denbigh Alliance and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.
 - 10.2.4. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.
- 10.3. The school will share safeguarding messages on its website and social media pages.
- 10.4. The Denbigh Alliance 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 Denbigh Alliance need to be aware of this in setting expectations of pupils' work where they are at home.
- 10.5. The Denbigh Alliance 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 and recorded on CPOMS.
- 10.6. Where the school offers online live lessons for students, staff and students should adhere to the protocols for such learning which are listed in Appendix 1 of this document.

11. Supporting children in school

- 11.1. The Denbigh Alliance is committed to ensuring the safety and wellbeing of all its students.
- 11.2. The Denbigh Alliance will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.
- 11.3. The Denbigh Alliance 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.
- 11.4. The Denbigh Alliance 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 and recorded on CPOMS.

12. Supporting Children from other schools

- 12.1. Where the Denbigh Alliance is asked to provide provision for other local schools, the sending school will provide a member of staff who knows their students well and who will take responsibility for them whilst attending Denbigh.
- 12.2. Visiting teachers will need to provide their DBS certificate to the supervising member of SLT from The Denbigh Alliance on the day of supervision.

12.3. In advance of students from other schools attending Denbigh the DSL of the sending school will inform the Denbigh Alliance DSL of visiting student's vulnerabilities / key safeguarding information. This information will be disseminated, where appropriate, to the Denbigh Alliance duty staff on that day from the DSL.

13. Peer on Peer Abuse

13.1. The Denbigh Alliance recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

13.2. 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.

13.3. 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.

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

14. Monitoring arrangements

14.1. This policy will be reviewed as guidance is updated. At every review, it will be approved by the Board of Trustees.

Appendix 1: Protocols for staff in relation to live online teaching:

- Only use Microsoft teams; do not use social media or mobile phone technology in communicating with students
- Lessons are to be publicised as events with the teacher ensuring that all students are muted with camera off, only communication from students should be through the 'Chat' facility.
- Continue to look out for signs that a child may be at risk. Report any concerns to the DSL without delay in the usual way.
- Do not provide students or parents with personal contact details – email, home or mobile numbers, details of web-based identities etc.
- Remain professional and objective in all forms of correspondence.
- Keep a record/log of live online lessons – date and time, attendance, what was covered, any incidents. Any serious incidents should be reported in the usual manner depending on the nature of the issue.
- Maintain professional conduct during live streaming – dress appropriately, use a public room in your house (ie not a bedroom) and blur your background. Remember that your microphone may be on. No other household members should be visible at any time.
- Maintain the same boundaries and insist on the same standard of behaviour as in a school setting. Make specific protocols clear at the outset, e.g. muting of microphones use of the chat function etc.
- Live online lessons with fewer than two students present must be recorded for your own safety.

Reporting an issue for staff:

- Any child protection or safeguarding concern must be reported to the DSL without delay through CPOMS
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL through CPOMS.
- Routine queries about the use of apps or online materials should be addressed to your line manager or IT support depending on the nature of the issue

Protocols for students in relation to live online lessons:

- Students should log on and access MS Teams through their Denbigh account and use their Denbigh email for school business
- Students are not allowed to make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other students.
- Students should be aware that some live online sessions may be recorded by the teacher
- Students should ensure that they have a safe and appropriate place to participate from.
- Students should follow the school rules for conduct during online lessons as if you were in school
- Students should not undermine in any way the technology used to offer video lessons
- If students have concerns about their online safety, or if they feel they are being bullied, they should talk to someone you trust

Reporting an issue for students:

- Speak to a trusted adult
- Email your pastoral leader
- Email abc@denbigh.net
- Click CEOP <https://www.ceop.police.uk/safety-centre>