



COVID-19 Addendum to The Abbey School's Safeguarding and Child Protection Policy

Updated January 2021

I. Context

From 1st September 2020 schools are open to all students, despite the ongoing COVID-19 pandemic. If a localised or national, total or partial lockdown is reintroduced this addendum will come into effect. It is also to be referred to for students who are forced to self-isolate during this period.

This addendum of the Abbey School's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<i>1. Context</i>	2
<i>2. Key personnel</i>	3
<i>3. Vulnerable children</i>	4
<i>4. Attendance monitoring</i>	4
<i>5. Designated Safeguarding Lead</i>	5
<i>6. Reporting a concern</i>	5
<i>7. Safeguarding Training and induction</i>	6
<i>8. Safer recruitment/volunteers and movement of staff</i>	6
<i>9. Online safety in schools</i>	7
<i>10. Children and online safety away from school</i>	7
<i>11. Supporting children not in school</i>	8
<i>12. Supporting children in school</i>	8
<i>13. Peer on Peer Abuse</i>	9
<i>14. Advice from Local Authority</i>	9

2. Key Personnel

The Designated Safeguarding Lead (DSL) is: Rachel Barkess

Email: rbarkess@abbey.surrey.sch.uk

The Deputies (DDSLs) are:

David Jackson - Email: djackson@abbey.surrey.sch.uk

Carol Gardiner - Email: cgardiner@abbey.surrey.sch.uk

Richard Gregory - Email: rgregory@abbey.surrey.sch.uk

Debs Storey - Email: dstorey@abbey.surrey.sch.uk

***ALL DSLs CAN ALSO BE CONTACTED VIA – dsl@abbey.surrey.sch.uk**

The Designated Teacher for CLA is: Mohan Vadi – Email: mvadi@abbey.surrey.sch.uk

The nominated safeguarding and child protection governor is:

Andrew Johnson - Email: ajohnson@abbey.surrey.sch.uk

The Headteacher is: David Jackson - Email: djackson@abbey.surrey.sch.uk

The Chair of Governors is: Katie Hewett - Email: khewett@abbey.surrey.sch.uk

3. Vulnerable children

Vulnerable children include:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - o children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - o adopted children or children on a special guardianship order
 - o those at risk of becoming NEET ('not in employment, education or training')
 - o those living in temporary accommodation
 - o those who are young carers
 - o those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - o care leavers
 - o others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

The Abbey 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 and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

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 Abbey School, and if relevant the social worker, will explore the reasons for this directly with the parents. Some parents are shielding their children preferring not to send them into school, which the school understands.

Where parents are concerned about the risk of the child contracting COVID 19, The Abbey School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The Abbey School will encourage our vulnerable children and young people to attend school, including remotely if needed.

4. 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.

The Abbey School and social workers will agree with parents/carers whether children in need should be attending school. The Abbey School will then follow up on any student that they were expecting to attend, who does not. The Abbey School 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.

For children who are linked to a social worker, phone contact with the family will be made daily if they do not attend school. Any concerns around the child(ren)'s well-being will be reported immediately to the social worker, who will then arrange a welfare/home visit.

To support the above, The Abbey School 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, The Abbey School will notify their social worker.

The Abbey School will comply with requests to complete any DfE attendance returns and Surrey vulnerable student attendance returns.

5. Designated Safeguarding Lead

The Abbey School has a Designated Safeguarding Lead (DSL) and 4 Deputy DSLs.

The Designated Safeguarding Lead is: Rachel Barkess

The Deputy Designated Safeguarding Leads are: David Jackson, Carol Gardiner, Richard Gregory and Debs Storey.

It is important that all Abbey School staff and volunteers have access to a trained DSL (or deputy).

The Abbey School will have at least one 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.

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

6. Reporting a concern

- If any member of staff or volunteer has any concern about a child, whether on site or at home, they must log this on CPOMS.
- If any member of staff or volunteer cannot access CPOMS, then they should contact a DSL by email or phone as soon as possible.
- The DSLs will continue to follow usual procedures when dealing with safeguarding concerns:
 - Call the Surrey C-SPA for advice on 0300 470 9100 (Monday – Friday, 9am – 5pm) or 01483 517898 to speak to the Emergency Duty Team out of hours
 - If concerned for the immediate safety of a child, call 999
- It is imperative that our staff's usual way of working is continued in regards to safeguarding, and staff must maintain the attitude that 'it could happen here'. Staff must follow up any concerns immediately.
- The DSL email (dsl@abbey.surrey.sch.uk) will also be checked regularly during the day

Where staff are concerned about an adult working with children in the school, they should report this to the Headteacher - David Jackson.

Concerns around the Headteacher should be directed to the Chair of Governors - Katie Hewett.

7. 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 (2020). 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 Abbey 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.

8. 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 Abbey 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 (2020) (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 Abbey 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 Abbey 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 Abbey 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Abbey School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools

The Abbey School 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.

10. Children and online safety away from school

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 and Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

The Abbey School will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

This guidance should be read in conjunction with The Abbey School's Remote Learning Policy.

11. Supporting children not in school

The Abbey School 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.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The Abbey School 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, via newsletters and social media communication. The Abbey 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. Teachers at The Abbey School need to be aware of this in setting expectations of students' work where they are at home.

The Abbey 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.

12. Supporting children in school

The Abbey School is committed to ensuring the safety and wellbeing of all its students. We 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 student ratio numbers are appropriate, to maximise safety.

The Abbey 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 Abbey 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 and recorded using our normal systems.

Where The Abbey School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them with the Local Authority.

13. Peer on Peer Abuse

The Abbey 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 and Safeguarding 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 and appropriate referrals made.

14. Advice from Local Authority

Surrey Children's Safeguarding Partnership:

In line with government guidance regarding essential travel to work and social distancing and to protect our key workers we have made the decision to close the following Children's Social Care buildings effective from 27th March 2020.

- *Any family who has been working with Children's Social Care, they should contact their practitioner or the manager by email or telephone (firstname.surname@surreycc.gov.uk).*
- *For any family in distress they should contact the Children's Single Point of Access (C-SPA) and we will offer advice and signpost to assistance.*
- *Our practitioners are providing support to many families by telephone and video call, we are restricting face to face contact wherever possible in order to prevent transmission of Covid – 19 but we have workers on standby to visit families in person. Our aim to support families during this difficult time and to keep children safe.*
- *If you have a planned meeting with a social worker or practitioner from Surrey County Council Children's Social Care you should receive information about how this will proceed. We aim to run all meetings involving families and or groups of professionals by conference call or video call until the rules around social distancing are relaxed.*

Anyone can contact our CSPA Phone: 0300 470 9100 (Monday – Friday 9am – 5pm)

Out of hours phone: 01483 517898 to speak to our Emergency Duty Team

Surrey SEND:

- *Surrey SEND team are all working from home. Contact number is 01737 737300 and it is possible to leave a message 24 hours a day – they will be checked throughout the day and evening.*
- *The contact sheet is on the website – www.sendadvice.surrey.org.uk and this is sent directly to their inbox, enabling them to call or reply via email.*
- *The team will be working throughout the day and evening to ensure they can advise as quickly as possible. Email is sendadvice@surreycc.gov.uk. Where possible do leave a landline number, a mobile and your e-mail address.*