

**Addendum**

**COVID-19 appendix –  
Arrangements for Safeguarding and Child  
Protection at The Chantry School**

**Policy owner: Matt Lake, DSL  
Date: Updated January 2021**

## 1. Context

On 5<sup>th</sup> January 2021 a national lockdown was imposed. The Chantry School will remain open to vulnerable children and children of critical workers only. All other pupils will be expected to engage in remote learning until further notice.

The Chantry School will continue to follow DfE COVID guidance including any specific guidance regarding Child Protection and Safeguarding.

The core safeguarding principles still apply:

- The best interests of the child must always come first
- If anyone has a safeguarding concern about any child, they should continue to act immediately on that concern – if in school use CPOMS, any difficulty in using CPOMS eg from home - email [mlake@chantryschool.com](mailto:mlake@chantryschool.com). If the child is in immediate danger dial 999.
- A designated safeguarding lead (or deputy) is available at school while pupils are present, if not a member of LMT is present with telephone access to the DSL / Deputy DSL.
- It's essential that unsuitable people aren't allowed to enter the workforce or gain access to children
- Children should continue to be protected when they're online – online working practices should remain compliant to The Chantry School guidelines, protocols and expectations. Staff, pupils and parents have been made aware.

### **Safeguarding and designated safeguarding leads**

[Keeping Children Safe in Education](#) remains statutory, safeguarding guidance will continue to comply with the published duties and all staff will continue to follow the guidance in Keeping Children Safe in Education.

The DSL will ensure that all staff are aware of this addendum to our Safeguarding Policy.

Staff should continue to log any concerns on CPOMS and we will ensure the DSL or DDSLs will always be on site during the school day, however, in some circumstances:

- a trained DSL (or deputy) will be available via phone or online, for example working from home – should working arrangements on site need to change.

Where a trained DSL (or deputy) is not on site, and not available by phone or online, the Headteacher will take responsibility for coordinating safeguarding on site.

### **Contact details for reporting to Public Health**

Any Covid-19 queries related to education can be directed to:

Worcestershire County Council Public Health Team  
Email: WCChealthprotection@worcestershire.gov.uk  
Tel: 01905 845491

For notification of suspected cases:

On-line notification:

<https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation>

For notification of confirmed cases:

Worcestershire County Council Local Outbreak Response Team (LORT)

Monday-Sunday 0900-1800

Email: WCChealthprotection@worcestershire.gov.uk Please add to the subject line  
"The Chantry School- positive case confirmed"

Tel: 01905 84549

This addendum to The Chantry School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children and critical workers
3. Attendance monitoring
4. Designated Safeguarding Lead
5. Reporting a concern
6. Safeguarding Training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Supporting children in school

#### Key Contacts:

| Role                                   | Name                                    | Email  |
|--|---|--|
| Designated Safeguarding Lead           | Matt Lake                               | <a href="mailto:mlake@chantryschool.com">mlake@chantryschool.com</a>   |
| Deputy Designated Safeguarding Lead(s) | Nicola Clear,<br>Jon Hill,<br>Sam Blunt | <a href="mailto:nclear@chantryschool.com">nclear@chantryschool.com</a><br><a href="mailto:jhill@chantryschool.com">jhill@chantryschool.com</a><br><a href="mailto:sblunt@chantryschool.com">sblunt@chantryschool.com</a> |
| Headteacher                            | Andy Dickenson                          | <a href="mailto:head@chantryschool.com">head@chantryschool.com</a>   |
| SENCO                                  | Ruth Robinson                           | <a href="mailto:rrobinson@chantryschool.com">rrobinson@chantryschool.com</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.

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. 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. Pupils with EHCPs are able to attend in school provision during the lockdown however parents / carers may choose for their child to remain at home during this period in which case they are able to access remote learning.

Eligibility for free school meals is not a determining factor in assessing vulnerability. The provision of FSM will continue through school remote learning, usually in the form of vouchers. Parents should contact [ddarling@chantryschool.com](mailto:ddarling@chantryschool.com) for further information, details and arrangements for free school meals.

Vulnerable children and young people include those who:

- 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:
  - 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
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home
  - care leavers
  - others at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health

### **Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carer who is a critical worker can attend school if required, but parents and carers should keep their children at home if they can.

As a school we 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: Ruth Robinson.

### **Attendance monitoring**

The school will inform social care, if a child who has an allocated social worker, is not able to attend school due to COVID.

In all circumstances where a vulnerable child does **not take** up their place at school, or discontinues, we will notify their social worker.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy, and record in CPOMS.

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 report the concern to the headteacher. Concerns around the Headteacher should be directed to the Chair of Governors. All concerns must be reported to the Local Area Designated Officer (LADO).

### **Safeguarding Training and induction**

Designated Safeguarding Leads (and deputies) will be able to access DSL training either virtually or face to face and all DSLs will need to have their DSL certificates up to date. This is a change to the previous national lockdown.

All existing school staff had statutory safeguarding training in September 2020 and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate any new local arrangements, so all staff know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the 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 consider 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 our Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSL 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 school will continue to follow the relevant safer recruitment checks.

As a School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per 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)

### **Online safety in schools**

The Chantry School will continue to provide a safe environment, including online. This includes the use of our online filtering and monitoring system. When pupils are using computers in school, appropriate supervision will always be in place.

### **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 recorded on CPOMS and where appropriate referrals should still be made to children's social care and as required, the police. If children are working remotely, online safety will continue to be followed.

Online teaching protocols follow the same principles as set out in our School's code of conduct.

We will ensure any use of online learning tools and systems work 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
- 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.
- The live lesson should be recorded so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.

- Staff must only use Teams and school email addresses to communicate with pupils
- Staff should record the attendance of any sessions held.

### **Supporting children not in school**

We are committed to ensuring the safety and wellbeing of all our pupils.

Where the Year Heads and Pastoral Support Team have identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that pupil.

Individual communication must be recorded on CPOMS.

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

The school will share safeguarding messages on its website, we recognise 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. School staff need to be aware of this in setting expectations of pupils' work when they are at home.

We 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 when appropriate.

### **Supporting children in school**

The Chantry School will continue to be a safe place 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.

Where any staff member has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Headteacher or other member of LMT.

All staff and pupils working in school will observe the government guidelines to ensure a Covid secure working environment.