



LANDAU
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COLLEGE
DERBY

Policy Name	COVID-19 school closure arrangements for Child Protection and Safeguarding at Landau Forte College Safeguarding Policy Addendum
Policy Number	01
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Reviewed by	Jane Hornby

Notes:

All policies issued across the Trust must be created from this Template

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1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who absolutely needed 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.

Although the way Landau Forte College is operating, in response to coronavirus, is fundamentally different to business as usual, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online.

This addendum to our Child Protection and Safeguarding Policy contains details of our safeguarding arrangements.

2. Vulnerable children

Ensuring that vulnerable children remain protected is a top priority. Children classed as vulnerable include those who have a social worker and those with Education, Health and Care plans (EHCPs) up to the age of 25. Those who have a social worker include students with 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.

Students with EHCPs will be risk-assessed in consultation with the Local Authority and parents/carers, to 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, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHCPs can safely remain at home.

Senior leaders, especially 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. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Landau Forte College will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting social workers and the local authority virtual school head (VSH) for

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looked-after and previously looked-after children. The lead person for this is Jane Hornby.

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/care does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Landau Forte College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Landau Forte College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Landau Forte College will encourage our vulnerable children and young people to attend school, including remotely if needed.

3. Attendance monitoring

Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.

Landau Forte College and social workers will agree with parents/carers whether children in need should be attending school. Landau Forte College will follow up on any student who was due to attend if they are absent (and the parent/carer has not notified the school of this), and will follow up with parent/carer who has arranged care for their children and the children subsequently do not attend.

To support the above, Landau Forte College will, when communicating with parents/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, Landau Forte College will notify their social worker.

4. Designated Safeguarding Lead

Landau Forte College has a Designated Safeguarding Lead (DSL) and Deputy DSLs. The DSL is Jane Hornby and the deputy DSLs are: Alison Brannick and Laura Percival.

The DSL (or deputies) will be available to be contacted via phone or email when working from home. In addition, a member of the Executive Team will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing CPOMS and liaising with the offsite DSL (or deputies) and liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at school.

All Landau Forte College staff and volunteers also have access to the DSL or deputies each day via phone or email.

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The DSL will continue to engage with social workers and other professionals. Multi-agency meetings will not be face to face due to need for social isolation during COVID-19. They will be conducted remotely over the telephone.

5. Reporting a concern

Where staff have a concern about a student they should continue to follow the process outlined in the Child Protection and Safeguarding Policy. This includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Principal. 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 in the school, they should report the concern to the Principal, Alison Brannick. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally over the phone and followed up with an email to her.

Concerns about the Principal, Alison Brannick, should be directed to the Chair of Governors:

Keith Doble. The Trust will continue to offer support in the process of managing allegations.

6. Safeguarding Training and induction

DSL training will not take place whilst there remains a threat of the COVID 19 virus. For the period where COVID-19 measures remain in place, a DSL (or deputies) 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 (2019). The DSL will 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 Landau Forte College, 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.

For movement within the Trust, schools will seek assurance from the Trust's HR Manager that the member of staff has received appropriate safeguarding

training. Upon arrival, they will be given a copy of the receiving setting's Child Protection and Safeguarding Policy, confirmation of local processes and confirmation of DSL arrangements.

7. 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, Landau Forte College 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 (KCSIE, 2019).

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 Landau Forte College are utilising volunteers, the school 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.

Landau Forte College 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.

Landau Forte College 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Landau Forte College 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

Landau Forte College 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 continue to be in place.

9. 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.

Online teaching should follow the same principles as set out in the staff code of conduct.

Landau Forte College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Webcams will not be used. Staff must only use platforms provided by Landau Forte College to communicate with students.

10. Supporting children not in school

Landau Forte College is committed to ensuring the safety and wellbeing of all its student body. 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 on CPOMS, as should a record of contact made.

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

Landau Forte College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Landau Forte College 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 Landau Forte Colleges need to be aware of this in setting expectations of student's work where they are at home.

Landau Forte College 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.

11. Supporting children in school

Landau Forte College is committed to ensuring the safety and wellbeing of all its students.

Landau Forte College will continue to be a safe space for all children to attend and flourish.

The Principal will ensure that appropriate staff are on site and that staff to student ratio numbers are appropriate, to maximise safety.

Landau Forte College 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.

Landau Forte College will ensure that, where children of critical workers and vulnerable children are cared for on site, appropriate support is in place for them. This will be bespoke to each child and, where relevant, recorded on CPOMS.

Where the Principal has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – she will discuss them immediately with the Trust.

12. Peer on Peer Abuse

Landau Forte College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. If a report of peer on peer abuse is received, school will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection and Safeguarding Policy.

Landau Forte College 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 CPOMS and appropriate referrals made.

Useful contacts

Derby City Children's Social Care 01332 641172

Derby City Out of Hours Social Care (Care Line) 01332 786968

Local Authority Designated Officer (LADO) 01332 642376

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