



The Sheiling
Ringwood

A learning and caring community
where individuals are valued

COVID-19 school/college closure arrangements

ADDENDUM TO POLICY 4A: SAFEGUARDING, CHILD PROTECTION AND ADULT AT RISK

Context

From 20th March 2020, parents were asked to keep their children/young people at home, wherever possible, and for schools/colleges 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 continue to provide care for a limited number of children/young people – children/young people who are vulnerable and children/young people whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum to the Sheiling’s Safeguarding, Child Protection and Adult at Risk Policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Corine van Barneveld	07848 028532	cvb@thesheilingringwood.co.uk
Deputy DSL	Heidi Holm Rasmussen	07725 041483	heidi.rasmussen@thesheilingringwood.co.uk
Deputy DSL	Geoff Lively	07718 767214	geoff.lively@thesheilingringwood.co.uk
Deputy DSL	Susan Harvey	07848 028539	susan.harvey@thesheilingringwood.co.uk
Principal	Corine van Barneveld	07848 028532	cvb@thesheilingringwood.co.uk
Safeguarding Trustee (nominated)	Julian Pyzer	c/o 01425 477488	trustees@thesheilingringwood.co.uk
Safeguarding Trustee (deputy)	Janet Kenward	c/o 01425 477488	trustees@thesheilingringwood.co.uk
Chair of Trustees	Jeremy Morris	c/o 01425 477488	chair@thesheilingringwood.co.uk

Vulnerable children/young people

Vulnerable children/young people include those who have a social worker and those children/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 (LA) 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.

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

Senior leaders, especially the Designated Safeguarding Lead (DSL) and deputy DSLs, know who our most vulnerable children/young people are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Sheiling will continue to work with and support social workers to help protect vulnerable children/young people. This includes working with and supporting social workers and the LA virtual school head (VSH) for looked-after and previously looked-after children. The staff who will lead this will be the Senior Management Team and the Safeguarding Team members.

Critical workers

Although HM Government is clear that children/young people should be at home wherever possible, schools and other educational settings have been asked to provide care for the children/young people of any critical workers who need this support. This may include days and times on which the school/college would not normally be open, including the school/college holidays. If our school/college cannot remain open due to staff illness, self-isolation or following guidance received from Public Health England (PHE), we will notify our LA and/or the relevant placing authority who are responsible for arranging for the children/young person to be cared for in an alternative setting that can meet their needs.

The HM Government guidance for educational settings regarding critical workers can be found here:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

Attendance monitoring

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

The Sheiling and social workers will agree with families whether children/young person in need should be attending school/college – the Sheiling will then follow up on any student that they were expecting to attend, who does not. The Sheiling will also follow up with any 'critical worker' parent or carer who has arranged care for their child/young person but the child/young person subsequently does not attend.

To support the above, the Sheiling will, when communicating with parents, carers and allocated social workers/placing authorities, 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/young person does not take up their place at school/college, or discontinues, the Sheiling will notify their social worker.

If the Sheiling has any children/young people in attendance (eg. because they are vulnerable, the children of critical workers or because they are residential students who were not able to return home), we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school/college has closed, we will complete the return once as requested by the DfE.

Designated Safeguarding Lead

The Sheiling Ringwood has a Designated Safeguarding Lead (DSL) and a number of Deputy Designated Safeguarding Leads – these are named on the front sheet.

We will endeavour to have a trained DSL or deputy available on site at all times when students are present. 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.

Where a trained DSL or deputy is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include liaising with the offsite DSL (or deputy) and, if required, liaising with children's/young people's social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.

Whatever the scenario, it is important that all Sheiling staff and volunteers have access to a trained DSL or deputy. Staff on site will be able to contact a member of the safeguarding team either directly or via the emergency 24-hour, on-call phone number (ext 2368 or 07785 957542).

Reporting a concern

Where staff have a concern about a child/young person, they should continue to follow the process outlined in the Sheiling's Safeguarding Policy; this includes making a report which can be done remotely.

They should telephone the DSL and/or a deputy DSL or via the emergency 24-hour, on-call phone number (ext 2368 or 07785 957542). This will ensure that the concern is received. Staff must not just leave an answerphone message.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children/young people in the school/college, they should report the concern to the Principal immediately. If there is cause to make a notification to the Principal whilst away from school/college, this should be done by telephone. Staff must not just leave an answerphone message. If the Principal is not contactable, the member of staff should contact Susan Harvey in the first instance or, if not available, one of the other deputy DSLs.

Concerns about the Principal should be directed to the Chair of the Board of Trustees, Jeremy Morris via chair@thesheilingringwood.co.uk

Safeguarding Training and induction

DSL training is very unlikely to take place during this period.

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/college staff have had safeguarding training and have read at least 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/young person.

Where new staff are recruited, or new volunteers enter the Sheiling, they will continue to be provided with a safeguarding induction.

Where the Sheiling receive staff from another school, we will judge, on a case-by-case basis, the level of safeguarding induction required. As a minimum, the visiting professional(s) will be provided with a copy of our Safeguarding Policy and the name and contact details of the DSL and deputy DSLs.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the Sheiling's workforce or gain access to children/young people. When recruiting new staff, the Sheiling

will continue to follow the relevant safer recruitment processes for their setting including, as appropriate, relevant sections in part 3 of 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:

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

If staff are deployed from another education or children's workforce setting to our school/college, 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 (and/or adult barred list check, where relevant)
- there are no known concerns about the individual's suitability to work with children (or adults at risk, where relevant)
- there is no ongoing disciplinary investigation relating to that individual

Where the Shieling is 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 Shieling will continue to comply with 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 Shieling 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 environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff/volunteers will be in the school/college and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the Shieling will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

The Shieling will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where children/young people are using computers in school/college, appropriate supervision will be in place.

The processes of ensuring online safety for the Shieling will remain the same, guided by the Online Safety and Acceptable Use policies.

Children/young people and online safety away from school and college

It is important that all staff who interact with children/young people, including online, continue to look out for signs a child/young person may be at risk. Any such concerns should be dealt with as per the 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 Sheiling's Staff Code of Conduct.

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

Parents/Carers will be contacted with additional online safety information to ensure all is done to support safe online practices in the home environment. This will include practical advice as well as how to report an online safety concern in line with government guidance: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Supporting children/young people not in school/college

The Sheiling is committed to ensuring the safety and wellbeing of all its students.

The DSL will ensure that robust communication is in place for each child/young person, their parent(s)/carers and/or the allocated social worker or placing authority.

Details of this communication must be recorded as should a record of any contact made.

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

The Sheiling and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication.

This communication should be reviewed regularly and, where concerns arise, the DSL will consider any referrals as appropriate, taking into account the local criteria for action.

In addition, the school/college will share safeguarding messages on its website and social media pages, as appropriate.

The Sheiling recognises that school/college is a protective factor for children/young people, and the current circumstances have a significant potential to affect the mental health of students and their parents. Teachers and pastoral staff at the Sheiling will be aware of this in setting expectations of students' work where they are at home.

The Sheiling will ensure that if we are unable to care for the child/ren of critical workers, residential students and vulnerable children/young people on site, we will liaise with the placing LA and the parent/carer to find a suitable alternative; eg. at a 'hub' school or via a multi-disciplinary package of support. In that situation, the DSL will ensure that the DSL of the hub school/lead practitioner is made aware of any relevant safeguarding information relating to a child/young person.

Supporting children/young people in school/college

The Sheiling is committed to ensuring the safety and wellbeing of all its students.

The Sheiling will continue to be a safe space for all children/young people to attend and flourish. The Principal will ensure that appropriate staff are on site and staff:student ratio numbers are appropriate, maximising safety.

The Sheiling 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 coronavirus.

The Sheiling will ensure that where we care for children of critical workers, residential pupils and vulnerable children/young people on site, we ensure appropriate support is in place for them. This will be bespoke to each child/young person and recorded on their pastoral or safeguarding record as appropriate.

Peer on Peer Abuse

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

Where a school/college 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 the Sheiling's Safeguarding Policy.

The Sheiling will listen carefully, and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

All concerns and actions taken must be recorded and appropriate referrals made.