

King Charles I School

Safeguarding Children (including Child Protection) Policy Addendum

Version Control

Policy author: Chris Gibson
 Policy approved by: Trust Board
 Next policy review date: Summer 2021

Version	Date	Details
1.0	April 2020	Appendix written
2.0	13 th July 2020	No changes
3.0	1 st Sept 2020	Changes made following the return to school for all students from September
4.0	1 st Jan 2021	Updated due to a staffing change
5.0	5 th Jan 2021	Changes made due to the national lockdown
6.0	8 th March 2021	Changes made following the return to school for all students from 8 March

Context

On Monday 22nd February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all students should attend school. King Charles I School will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021). We will ensure that where we care for children on site, we have appropriate support in place for them. We will take advice and work with the local safeguarding partners.

We 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.

This addendum of the King Charles I School 'Safeguarding Children (including Child Protection) Policy' contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Email
Designated Safeguarding Lead	Mr C. Gibson	cgibson@kingcharles1.worcs.sch.uk
Deputy Designated Safeguarding Lead(s)	Mr J. Wilkinson Miss J. Thomas Miss S. Willis Miss L. Bates Mr A. West Ms L. Hackett	jwilkinson@kingcharles1.worcs.sch.uk jthomas@kingcharles1.worcs.sch.uk swillis@kingcharles1.worcs.sch.uk lbates@kingcharles1.worcs.sch.uk awest@kingcharles1.worcs.sch.uk lhackett@kingcharles1.worcs.sch.uk
Associate Headteacher	Mr J. Butler	jbutler@kingcharles1.worcs.sch.uk
SENCO	Miss S. Bott	sbott@kingcharles1.worcs.sch.uk

Vulnerable children

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 (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including students and students who need to attend to receive support or manage risks to their mental health.

King Charles I 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. The lead person for this will be: Chris Gibson

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and King Charles I School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, King Charles I School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. King Charles I School will encourage all students to attend school.

Attendance monitoring

We expect all students to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all students. A small number of students will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19).

The advice for students who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

We will use attendance code X for children self-isolating or quarantining or shielding.

In compliance with the Remote Education, Temporary Continuity Direction we will provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to students who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where students are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Reporting a concern

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.

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 associate headteacher (Jamie Butler). If staff are concerned about the associate headteacher, they should report the concern to the Chief Executive Officer (Stephen Brownlow).

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 King Charles I School, they will continue to be provided with a safeguarding induction.

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.

Safer recruitment/volunteers and movement of staff

When recruiting new staff, King Charles I 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) (as amended, Jan 2021).

Where King Charles I School are utilising volunteers for the purpose of testing, 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 in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers

Where King Charles I School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. King Charles I 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 179 of KCSIE.

King Charles I 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'.

Whilst acknowledging the challenge of the 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, King Charles I School keeps the single central record (SCR) up to date as outlined in paragraphs 164 to 171 of KCSIE.

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

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 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 MAT code of conduct.

King Charles I School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider if there are virtual lessons, especially where webcams are involved:

The school has the following protocols to safeguard the staff and students when delivering and participating in live online lessons:

- Parents/carers will be made aware of the times and dates of the online lesson.
- Students and parents/carers will have to sign the online teaching agreement as detailed below.
- The school expects appropriate boundaries to be set and for staff and students to maintain the same professional standards as they would at school. This includes wearing suitable clothing, as should anyone else in the household.
- The staff member's computer should be located in an appropriate area in the home if they cannot deliver from the school premises, for example not in a bedroom, and ensure the background blurring/replacement facility has been used.
- Live online lessons should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- The school expects staff to be mindful of what is on their desktop/screen when screen sharing or displaying a file.
- The school expects that all language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by the school to communicate with students (eg Microsoft Teams).
- Staff should not use a personal account to communicate with the students on any platform.
- Staff are not to share personal information such as private email addresses, phone numbers etc.
- The school expects that staff and/or students should not invite other people from outside the network onto the platform for an online lesson.
- Staff will record the length, time, date and attendance of any sessions held.
- Staff will record the lesson and save on the shared area in the online lessons folder.
- Staff will never make inappropriate jokes or comments online.
- Where possible, staff will invite another member of staff to the online lesson for monitoring purposes.

Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

King Charles I 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 on CPOMS, as should a record of contact have made. The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

King Charles I 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.

King Charles I 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 need to be aware of this in setting expectations of students' work where they are at home.

Supporting children in school

King Charles I 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.

King Charles I 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 COVID-19. 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. We will ensure that appropriate support is offered to all students with respect to their mental health.

Elective Home Education (EHE)

King Charles I School will encourage parents to send their children to school, particularly those who are vulnerable. Where an application is made, we will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as King Charles I School becomes aware of a parent's intention, or decision, to home educate. We will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If a parent wants to admit their child to King Charles I School, we will follow our normal processes for in-year admissions applications.

Contingency planning

King Charles I School will ensure that for individuals or groups of self-isolating students and students who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans. King Charles I School will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework, which has been updated and outlines how schools should operate in the event of any restrictions.