

**COVID-19 Lockdown 21 school closure arrangements for Safeguarding and Child Protection  
at  
Torre C of E Academy**

To be read alongside the school full safeguarding policy document.

**Torre C of E Academy:**

**Policy owner:**

**Date: 01/02/2021**

**Date shared with staff:**

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This addendum of the Torre C of E Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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**1. Context**

1.1 From 4<sup>th</sup> January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

1.2 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. In addition schools have been able to define those who they feel have additional needs and would benefit from attending school those deemed “otherwise vulnerable”. ([Vulnerable children 08.01.21](#))

**2. Expiry or review date**

2.1 This guidance will be regularly reviewed and will expire when schools are no longer asked to limit attendance.

### 3. Key contacts

Role	Name	Email
Designated Safeguarding Lead	Suzanne Julyan	sjulyan@torrecofeacademy.org
Deputy Designated Safeguarding Lead	Vicki Thomas	vthomas@torrecofeacademy.org
Chair of Governors	Fiona Washbrook	fwashbrook@torrecofeacademy.org

### 4. Vulnerable children

4.1 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.

4.2 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](#).

4.3 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.

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

4.5 Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those who would most benefit from being in a school environment.

4.6 Torre C of E Academy 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 persons for this will be: Suzanne Julyan and Vicki Thomas.

4.7 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 social worker and Torre C of E Academy will explore the reasons for this directly with the parent.

4.8 Where parents are concerned about the risk of the child contracting COVID19, Torre C of E Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

4.9 Torre C of E Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **5. Attendance monitoring and communication with families.**

5.1 If vulnerable children and young people do not attend, as a school we will:

- work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests
- work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate

5.2 Torre C of E Academy and social workers will agree with parents/carers whether children in need should be attending school – Torre C of E Academy will then follow up on any pupil that they were expecting to attend, who does not. Torre C of E Academy 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.

5.2 Children on Child Protection Plans and Child in Need plans are contacted at least WEEKLY when they are not in school (current local authority guidance January 2021) by a member of the safeguarding team, unless a different frequency has been agreed with the social worker.

5.3 Children who are currently open to Targeted Help or who have been identified by the school as vulnerable are contacted weekly by their pastoral team.

5.4 To support the above, Torre C of E Academy 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.

5.5 In all circumstances where a vulnerable child with a social worker does not take up their place at school, or discontinues, Torre C of E Academy will notify their social worker by reporting **(daily if necessary)** to [cscentral@torbay.gov.uk](mailto:cscentral@torbay.gov.uk) -generic email address for Children's Services

5.6 Attendance monitoring of all vulnerable children will be completed via the vulnerable pupils register which will be maintained and returned daily to [cscentral@torbay.gov.uk](mailto:cscentral@torbay.gov.uk)

## **6. Designated Safeguarding Lead**

6.1 Torre C of E Academy has a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL). In addition to this, two further members of staff are L3 trained.

6.2 The Designated Safeguarding Lead is: Suzanne Julyan.

6.3 The Deputy Designated Safeguarding Lead(s) is/ are: Vicki Thomas. The additional staff with L3 training are Laura Kendell (Deputy Headteacher/SENDCo) and Hannah Fleet (HR).

6.4 The optimal scenario is to have a 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 or online video - for example when working from home.

6.5 Where a trained DSL (or deputy) is not on site, in addition to the above, a L3 trained person or a senior leader will assume responsibility for co-ordinating safeguarding on site.

6.6 This might include updating and managing access to child protection online management system, School Pod and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

6.7 It is important that all Torre C of E Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

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

## **7. Reporting a concern**

7.1 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 a safeguarding slip (pink form) on Eduspot, which can be done remotely. Staff are able to email or telephone the safeguarding team to alert them of a log on School Pod which needs to be checked. Staff are reminded of the need to report any concern immediately and without delay.

7.2 STAFF ARE REMINDED NOT TO RELY ON EMAIL REPORTING WHERE THERE IS A CHILD PROTECTION CONCERN BUT TO MAKE VERBAL CONTACT WITH THE SAFEGUARDING LEAD. IF NOT AVAILABLE THEY SHOULD CALL THE TORBAY MULTI AGENCY SAFEGUARDING HUB SEE BELOW.

7.3 Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a

notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

7.4 Concerns around the Headteacher should be directed to the Chair of Governors: Fiona Washbrook.

7.5 Members of the public and school community are able to report a safeguarding concern via the school website or by emailing [admin@torrecofeacademy.org](mailto:admin@torrecofeacademy.org).

7.6 Pupils in Y5/6 at the Academy are able to email their teachers using the email address below:

[year56temp@torrecofeacademy.org](mailto:year56temp@torrecofeacademy.org)

All pupils have access to the Thrive Google Classroom where there is a form which they can complete to share how they are feeling and to alert the pastoral team to any worries.

7.7 If you are worried about a child contact the Torbay Multi-Agency Safeguarding Hub:

Telephone: 01803 208100

E-mail: [mash@torbay.gov.uk](mailto:mash@torbay.gov.uk)

Enquiry Form available at: Torbay Safeguarding Children Partnership site:

<http://torbaysafeguarding.org.uk/workers/hub/>

## **8. Safeguarding Training and induction**

8.1 The TSCP are currently delivering Safeguarding Level 3 (Foundation and Refresher) training virtually and training should be kept up to date. It must be completed 2 yearly for DSL/DDSLs and updated annually with additional training/research.

8.2 All existing school staff will have had Level 2 safeguarding training and have read and understood part 1 of [Keeping Children Safe in Education September 20](#). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

8.3 Where new staff are recruited, or new volunteers enter Torre C of E Academy, they will continue to be provided with a safeguarding induction.

8.5 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.

## **9. Safer recruitment/volunteers and movement of staff**

9.1 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 Torre C of E Academy 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).

9.2 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.

9.3 Where Torre C of E Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in Section Three of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

9.4 Torre C of E Academy 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.

9.5 Torre C of E Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

9.6 During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

9.7 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, Torre C of E Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 171 in KCSIE.

## **10. Online safety in schools and colleges**

10.1 Torre C of E Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

10.2 Where students are using computers in school, appropriate supervision will be in place.

## **11. Children and online safety away from school and college**

11.1 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.

11.2 Online teaching should follow the same principles as sent out by the senior leadership team.

11.3 Torre C of E Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

#### 11.4 Children and online safety away from school and college

Online teaching should follow the same principles as set out in the Torre C of E Academy code of conduct.

Torre C of E Academy 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 the school decides to deliver virtual lessons, especially where webcams are involved:

##### **Google Meet Protocol**

Google Meets can only be used during the school day School day is defined as between (8:50am to 3:10pm)

##### **Pupil Expectations**

1. Pupils are to present as though attending school in the classroom environment.
  - Wear sensible clothes (no pyjamas!).
  - Use a desk/table/workspace.
  - Check what is in the background of your camera before joining a class.
2. Respect other people that are on the Google Meet and be kind.
3. No calling out - pupils will be muted or removed if they do not stick to the expectations.
4. No screen recordings/photos are to be taken.
5. The Google Meet should only be joined using one device (e.g. just from a ChromeBook and not from a mobile device at the same time).
5. Pupils are expected to join the class at the time we have said.
6. What to do if the call is disconnected?
  - Continue to work through the classwork that has been shared with you.
7. If a pupil breaks the agreement, his/her account may be suspended.

##### **Staff Expectations**

1. Staff do not engage in one to one video calls - there will always be another member of staff present - either in the Google Meet or in the room.
2. Use Google Meet in a 'class environment' or with a safe background only.
3. Staff to be in 'suitable dress code' to be working with students.
4. Check your surroundings to make sure no confidential data is visible to the students on the Google Meet.
5. Send advance warnings to students that you intend to use Google Meet during the lesson along with resources they may require (ie work set on Google Classroom).

6. Set the expectations of the Google Meet in terms of length of call and objectives. (Google Meet should not be longer than 30 minutes).
7. There is no expectation to use advanced features within Google Meet
8. If communications are lost a link may be re-established at some point during the lesson.
9. Do not record your screen.
10. Do not take pictures of your screen.
11. When involved with an online session, if children are present and not included in the meeting, headphones should be worn.

### **Parental Permission**

We will ask for all parents to give the school permission and to state that they have read and accepted what is set-out in this Google Meet Protocol document for Torre Church of England Academy. In order for pupils to participate in Google Meet sessions with their class and teachers, consent needs to be given.

## **12. Supporting children not in school**

12.1 Torre C of E Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

12.2 Where the school is unable to offer places to pupils defined as “otherwise vulnerable” they should ensure that a robust communication plan is in place for that child or young person.

12.3 Details of this plan must be recorded on School Pod, as should a record of contact have made.

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

12.5 Torre C of E Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

12.6 This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

12.8 Torre C of E Academy 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 Torre C of E Academy need to be aware of this in setting expectations of pupils’ work where they are at home.



### **13. Supporting children in school**

13.1 Torre C of E Academy is committed to ensuring the safety and wellbeing of all its students.

13.2 Torre C of E Academy 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 pupil ratio numbers are appropriate, to maximise safety.

13.3 Torre C of E Academy 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.

13.4 Torre C of E Academy 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 EQUIVALENT SCHOOL SYSTEMS.

13.5 Where Torre C of E Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the HR.

13.6 Torre C of E Academy 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.

### **14. Peer on Peer Abuse**

14.1 Torre C of E Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

14.2 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 School Safeguarding Policy

14.3 The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

14.4 Concerns and actions must be recorded on School Pod and appropriate referrals made.

**REMINDER. This is an appendix to the Torre C of E Academy Safeguarding and Child Protection policy which can be found on the school website.**