

## Annex 1



# Callington Community College

## **COVID-19 school/college closure arrangements for Safeguarding and Child Protection at Callington Community College**

**Callington Community College**

**Policy owner: G Parker / DSL**

**Date: 31<sup>st</sup> March 2020**

**Date shared with staff: 9<sup>th</sup> April 2020**

## 1. Context

From 20<sup>th</sup> March 2020 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.

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.

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

1.	<i>Context</i> .....	2
2.	<i>Key contacts</i> .....	4
3.	<i>Vulnerable children</i> .....	5
4.	<i>Attendance monitoring</i> .....	7
5.	<i>Designated Safeguarding Lead</i> .....	8
6.	<i>Reporting a concern</i> .....	9
7.	<i>Safeguarding Training and induction</i> .....	10
8.	<i>Safer recruitment/volunteers and movement of staff</i> ...	11
9.	<i>Online safety in schools and colleges</i> .....	12

10.	<i>Children and online safety away from school and college.....</i>	12
11.	<i>Supporting children not in school.....</i>	13
12.	<i>Supporting children in school.....</i>	14
13.	<i>Peer on Peer Abuse .....</i>	14
14.	<i>Support from the Multi-Academy Trust.....</i>	15

This annex sets out some of the adjustments we are making in line with the changed arrangements in the college and following advice from the government and local agencies.

Relating further to the government guidance on the following document:

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#)

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

## 2. Key contacts

### 'At A Glance' Key Contacts and Personnel

Role	Name	Contact
Designated Safeguarding Lead	Miss Gemma Parker	01579 383292
Deputy Designated Safeguarding Lead	Mr Alan Yendell	01579 383292
Safeguarding Governor	Dr Jon Tilbury	jtilbury@callingtoncc.net
Deputy Safeguarding Governor	Mr Charles Pitman	cpitman@callingtoncc.net
Local Authority designated Officer (LADO)	Cornwall LADO	01872 326536
Multi Agency Referral Unit (MARU)	MultiAgencyReferralUnit@cornwall.gscx.gov.uk	0300 123 1116 Out of hours: 01208 251300
Our Safeguarding Children Partnership (OSCP) for Cornwall and the Isles of Scilly		01872 327225
Cornwall Early Help Hub	Helpdesk	01872 322277
Devon and Cornwall Police	Sgt Dan Harvey 101@dc.police.uk	101
NSPCC	help@nspcc.org.uk	0808 800 5000
NSPCC - Whistleblowing Advice Helpline	help@nspcc.org.uk	0800 028 0285

### Individual 'key' college contacts:

- Principal: Mrs. W Ainsworth [wainsworth@callingtoncc.net](mailto:wainsworth@callingtoncc.net)
- Deputy Principal: Miss. C Campbell  
[ccampbell@callingtoncc.net](mailto:ccampbell@callingtoncc.net)
- Senior Assistant Principal: Mrs. G Patton  
[glpatton@callingtoncc.net](mailto:glpatton@callingtoncc.net)
- Designated Safeguarding lead & Director of Student Support: Miss. G Parker [gparker@callingtoncc.net](mailto:gparker@callingtoncc.net)
- Assistant Principal/Designated Teacher for Children in Care/DDSL: Mr. A Yendell [adyendell@callingtoncc.net](mailto:adyendell@callingtoncc.net)
- SENDco: Mrs. E Lawrence [elawrence@callingtoncc.net](mailto:elawrence@callingtoncc.net)

### **3. 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.

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 (and deputy) 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.

Callington Community College 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: Mr. Alan Yendell.

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 the college will explore the reasons for this directly with the parent.

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

Callington Community College will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **4. Attendance monitoring**

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

Callington Community College and social workers will agree with parents/carers whether children in need should be attending school – will then follow up on any pupil that they were expecting to attend, who does not. The college 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.

### **HOW WILL THIS LOOK IN OUR COLLEGE?**

To support the above, Callington Community College, 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.

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

## **5. Designated Safeguarding Lead**

Callington Community College has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Lead is: Miss Gemma Parker

The Deputy Designated Safeguarding Lead is: Mr Alan Yendell

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.

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

This might include updating and managing access to child protection online management system, CPOMS 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.

It is important that all Callington Community College 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.

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



## **6. 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 an alert through the staff VLE or via email to the DSL/DDSL/Safeguarding Admin Lead.

In the unlikely event that a member of staff cannot access the staff VLE from their home, they should email the Designated Safeguarding Lead, Deputy Safeguarding Lead and the 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. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

## 7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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 college staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). A Safeguarding refresher was delivered face-to-face also on 10<sup>th</sup> March 2020 to staff. The DSL should 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 Callington Community 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 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:-

15. the individual has been subject to an enhanced DBS and children's barred list check
16. there are no known concerns about the individual's suitability to work with children
17. there is no ongoing disciplinary investigation relating to that individual For movement within the Trust, the college will seek assurance from the Multi- Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of our child protection policy, confirmation of local processes and

confirmation of DSL arrangements.

## **8. 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 college will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (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.

In the case where Callington Community College are 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.

Callington Community 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.

Callington Community 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.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school/college 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, Callington Community College will continue to keep the single central

record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

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

Callington Community College will continue to provide a safe environment, including online. This includes the use of an online filtering system (Smoothwall) within the college. Where students are using computers in school, appropriate supervision will be in place. DSL and E-safety Lead have also shared appropriate advice around online safety with parents.

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

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 our Child Protection & Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Callington Community College have recommended that staff **do not** use web cams in delivering lessons - we are not advocating this method of lesson delivery and have advised staff against it. The college has in place an online learning portal and 'Show My Homework' to assist with meeting the needs of a successful online learning platform.

Staff are mindful when setting work that work is;

- Able to be carried out in the home
- Accessible
- Not requiring additional materials that may not be accessible for the student
- Not too lengthy and able to be completed in the time period set out

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

Callington Community College 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 (using Google sheets and 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. The 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 college will share safeguarding messages on its website and social media pages. Callington Community College recognises that the college 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 our college need to be aware of this in setting expectations of pupils' work where they are at home.

Callington Community 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 any concerns logged on CPOMS or with the DSL/DDSL/Principal.

## **12. Supporting children in school**

Callington Community College is committed to ensuring the safety and wellbeing of all its students.

The 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 staff to pupil ratio numbers are appropriate, to maximise safety.

The 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.

The 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.

Where Callington Community College has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the college will discuss them immediately with the trust.

## **13. Peer on Peer Abuse**

Callington Community College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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 of the Child Protection Policy.

The college 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.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

## **14. Support from the Multi-Academy Trust**

The WEST Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. The MAT will also provide regular group and individual supervision sessions.

**This policy has been approved remotely by governors on 8<sup>th</sup> April 2020 and can be found on our college website.**