Appendix to Trinity School Safeguarding and Child Protection Policy During Covid-19 Outbreak 2020

This document contains details of safeguarding arrangements during the period of 'remote provision' which includes online teaching and support for pupils, and supervision of key worker / vulnerable children, necessitated by the outbreak of Covid-19. It is written with reference to the DfE guidance *Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (27 March 2020).*

This is an addendum to the school's main Safeguarding and Child Protection Policy, rather than a replacement for it; the guidance in that document continues to apply during this period of remote provision. We continue to work to the statutory guidance in Keeping Children Safe in Education 2019.

Specific Arrangements for the period of school closure are outlined below.

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1. Recording and Reporting Safeguarding Concerns

Staff and volunteers should **act immediately** if they have any safeguarding concerns.

If a member of staff has a concern about a child, whether this is a child attending school or a child receiving remote provision, they should take the following action:

Other than in urgent cases where there is an immediate threat to the safety of a child, members of staff and volunteers should contact the Designated Safeguarding Lead or one of the Deputy DSLs (see section 1.2 below for details). If the concern is so urgent that this is not possible, please see the advice in section 1.1 on urgent child protection concerns.

1.1 Urgent Child Protection Concerns

If a child is in immediate danger, phone 999.

For urgent child protection matters needing immediate attention, call the Croydon Single Point of Contact Urgent Referrals line on 020 8255 2888.

1.2 DSL Cover and Contact Details

To share any concern about child safety and welfare with the Trinity Safeguarding Team, phone or text the Designated Safeguarding Lead (Sara Ward) using the safeguarding number: *07540 691 099*

If you are unable to contact the DSL, please contact one of the Deputy Safeguarding Leads: Antonia Geldeard, Sam Powell or Rebecca Petty via phone (in the case of those with school mobile phones), email or Teams for advice.

Do not put private or sensitive details in an email or text message; wait until you can speak by either phone or Teams video call to share this information.

Role	Name	Contact Details
Designated Safeguarding Lead SMT Pastoral Deputy Head	Sara Ward	07540 691 099 safeguarding@trinity.croydon.sch.uk slw@trinity.croydon.sch.uk
Deputy Designated Safeguarding Lead SMT Deputy Head – Head of Sixth Form, Admissions and Marketing	Antonia Geldeard	azg@trinity.croydon.sch.uk *School mobile number shared with colleagues by email.*
Deputy Designated Safeguarding Lead SMT Head of Lower and Middle Schools	Sam Powell	sxp@trinity.croydon.sch.uk *School mobile number shared with colleagues by email.*
Deputy Designated Safeguarding Lead English Teacher	Rebecca Petty	rp@trinity.croydon.sch.uk

1.3 The Role of the Safeguarding Team during School Closure

During this period of remote supervision, members of the Safeguarding Team will continue to be available to deal with concerns raised by staff, students, parents or others about the safety and welfare of children, to provide advice to colleagues who have concerns about children or about the behaviour of staff or volunteers towards children, to record and update concerns using the online record keeping system MyConcern and to make referrals to Children's Services or other outside agencies as appropriate.

The Safeguarding Lead will update the Headmaster on Safeguarding concerns at least weekly during the period of school closure, and more often if a serious concern arises.

A member of the safeguarding team will regularly be in school during the period of closure, as per the SMT rota for supervising the site when it is open for the children of key workers / vulnerable children. This person can access older child protection files (ie those not on MyConcern which can be remotely accessed), liaise with social workers and/or carry out statutory assessments. If one of the team is not in school on a day when action is necessary, the Safeguarding Lead will travel to the school to complete the tasks required.

While updated statutory guidance states that any DSL/deputy who has missed their refresher training will still be classed as a DSL/DDSL (because it is unlikely training will be available during this period), this should not apply to any of the team at Trinity (Biennial training updates: RP February 2020, SXP September 2019, SLW and AZG April 2019).

1.4 Local Safeguarding Arrangements (Croydon)

Local Children's Services are still available to support children during the Covid-19 outbreak. In the table below are the key contacts.

Resource / Contact Point	Purpose	Contact details
Croydon Single Point of Contact Urgent Referrals	For urgent child protection concerns	020 8255 2888.
Out of hours emergency social work service	For urgent child protection matters that cannot wait until the next working day	020 8726 6400
Croydon Single Point of Contact Professionals Consultation Line	For advice about a specific safeguarding concern. (Usually a member of staff would pass their concern to the DSL/DDSL who would then use the Consultation Line if appropriate. However, any member of staff can use this service if they feel they need to do so.)	Due to the current situation with COVID 19, there is no Consultation Line number until further notice. If you would like advice or support on making a referral, please contact childreferrals@croydon.gov.uk, providing your contact details and a brief summary of your query and a social worker will contact you.
Croydon Safeguarding website	Further information about Croydon Safeguarding contact and advice lines, as well as regularly updated advice about services during the Covid-19 outbreak	See email addresses below*
Croydon LADO Local Authority Designated Officer	To report concerns about the behaviour of an adult (member of staff or volunteer) who works with children. (Usually a member of staff would pass their concern to the DSL/DDSL or Headmaster who would then contact the LADO if appropriate. However, any member of staff can use this service if they feel they need to do so.)	020 8255 2889 LADO@croydon.gov.uk

*Croydon Safeguarding information:

https://www.croydon.gov.uk/healthsocial/families/childproctsafe/childprotect

*Croydon advice and services during Covid-19 outbreak:

http://croydonlcsb.org.uk/wp-content/uploads/2020/04/06-CSCP-COVID19-Safeguarding-Information.pdf

1.5 Local Safeguarding Arrangements (Other)

Many of our pupils live in other boroughs, because our catchment area is very wide. Croydon can still give advice and support, but if a referral is needed this would have to go through local authority where the child resides.

Usually referrals are made by a member of the safeguarding team, but if a colleague feels that they need to make a direct referral, they can find the appropriate contact details by searching online for "*[name of local authority] safeguarding*" or by following the links below.

Bromley

https://www.bromleysafeguarding.org/

Surrey

https://www.surreyscp.org.uk/

Wandsworth

https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/report-a-concern-about-a-child/

Lambeth

https://www.lambethsaferchildren.org.uk/

Southwark

https://safeguarding.southwark.gov.uk/

2. Supporting Children to Stay Safe

Staff should be familiar with the types of safeguarding concern that can arise, as outlined in Section 6 and Section 21 of the School's Safeguarding and Child Protection policy including types of abuse, peer on peer abuse, serious violence, Honour-based violence and Youth Produced Sexual Imagery as well as the risk of radicalisation.

All staff should be aware of the signs of abuse and neglect, or radicalisation, outlined in the School's Safeguarding and Child Protection policy (Appendix A). Staff should be alert to these, and to any changes in a child's behaviour or demeanour that could indicate a threat to their safety. Any concerns must be reported to a member of the Safeguarding Team through the mechanism outlined in section 1.2 above. Disclosures, where a child tells a member of staff about a threat to their safety, should be passed on in the same way.

2.1 Vulnerable Children

Vulnerable children include those who have a social worker and those children and young people 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".

We will continue to work with social workers to protect vulnerable children. A vulnerable child's social worker should be informed of any absence from school or 'remote school'. A member of the Safeguarding Team will attend online child protection or child in need meetings as required.

It is an expectation that vulnerable children will continue to attend school as long as it is safe for them to do so (ie they have no health conditions that make this dangerous) and provision will be made for them to do so (for example, transport will be available if needed). However, if a child's social worker and parents agree that the child does not need to attend the school will not expect the child in school.

Each vulnerable child is allocated to a member of the DSL team under the overall supervision of the DSL. Normally this will be the DDSL overseeing the section of the School of which the pupil is a member.

Those with an EHC plan will be risk-assessed by their school or college 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.

The DSL / DDSL or a Head of Year under the supervision of a member of the Safeguarding Team will make contact with each allocated child on a regular basis to check their safety and wellbeing and a summary of the conversation will be recorded. Any unsuccessful contacts will also be recorded. Any urgent safeguarding concerns will be referred immediately to the relevant local authority.

Any vulnerable pupils who cannot be contacted in this way will be referred to the Safeguarding Team, so contact can be pursued or a concern raised with the social worker or children's services in the event of continued failure to contact the child / family.

2.2 Children where there is a Safeguarding Concern

Prior to school closure, Heads of Section, in consultation with the DSL and Year Heads, risk assessed children in their year groups to produce a list of those who would need additional support (in relation to their mental health or home circumstances, for example), beyond the ongoing pastoral contact provided by tutors during the period of school closure. These pupils will be contacted weekly or fortnightly during term time (according to level of need) by email or phone by their Head of Year or Head of Section, and the outcome of this contact recorded, including whether contact was made, and what the outcome was.

Any pupils who cannot be contacted in this way will be referred to the Safeguarding Team, so contact can be pursued or a referral made in the event of continued failure to contact the child / family.

Some of these pupils are continuing to receive mental health provision out of school (eg via CAMHS or private services). For these pupils, the Head of Section or Head of Year will monitor their wellbeing through regular contact with the parent and a record kept of this contact.

2.3 Supporting children who are not in school

Tutors should see or speak to every member of their tutor group once a week during a small group (maximum 8 students) Teams or Zoom meeting, and be open to signs of anxiety, distress or a change in manner or personality. Absences should be reported to the attendance administrator (see section 6 below). The tutor should raise any pastoral concerns with the Head of Year in the first instance.

Parents should be contacted to discuss concerns, as they would be during normal schooling. Heads of Year have access to a school mobile phone for this purpose and may call home if the circumstances require it, but they will not take incoming calls and calls should always be made as a withheld number.

2.4 Supporting children who are in school

During school closure, to support the children who do attend school, whether they are the children of key workers or vulnerable children, there will be an appropriate staff-student ratio. A member of SMT will be onsite, as will sufficient members of the teaching staff to supervise the children, a member of office staff to deal with enquiries and supervise reception, and a member of the estates team (who is trained in First Aid).

Due regard will be paid to government advice on social distancing, whether between pupils, between members of staff or between pupils and staff. Decisions about which activities are suitable will be taken with reference to this advice.

Staff supervising these pupils should be mindful of the fact that they are a vulnerable group, either by definition or because of understandable anxieties about their parents' safety and wellbeing. Any concerns about their welfare should be reported to the DSL or a Deputy DSL if she is unavailable.

2.5 Escalating or serious concerns about students in or out of school

If concerns are serious or seem to be escalating, or if there is a disclosure of low mood, suicidal thoughts or self-harm, the DSL must be informed. A support plan will be developed, which will include a suicidal thoughts risk assessment. To complete this, the most likely mechanism will be a video call with the pupil and two members of staff (eg Head of Year and Head of Section (DDSL)). Parents will be informed of the concern, unless it is clear that this would put the child at greater risk.

3. Safeguarding Referrals

Given the very different circumstances schools are operating in, DfE advises that a revised process may be required for managing any report of such abuse and supporting victims. The principles as set out in part 5 of *Keeping Children Safe in Education (2019)* will continue to inform any revised approach.

4. Online Safety

The school's Acceptable Use and Online Safety Policies continue to apply.

Students in every section of the school regularly cover online safety topics, and there is additional education around incidents that arise at school or in society to ensure students are aware of current threats.

Messages around online safety will continue to be a feature of our remote pastoral care via tutor group meetings, such as reminding students to report online incidents such as harmful content or cyberbullying to school as well as to external agencies such as CEOP or the NSPCC.

Advice to parents about online safety is available on the Firefly wellbeing pages for parents:
https://trinity.fireflycloud.net/wellbeing-and-mental-health/online-safety-advice

Parents will be reminded of this content and any updates via Trinity in Touch and/or messages home from senior staff.

5. Children Moving Schools

If a pupil joins Trinity School during this period of remote provision, the School will seek the relevant welfare and child protection information, ideally in advance of the move or as soon as practical thereafter. If the child

is vulnerable this must include their EHC plan, child in need plan and/or child protection plan. If the child is 'looked-after' they should also have access to their personal education plan and know who their social worker/ Virtual School Head (VSH) is. Any change in provision for looked-after children should be managed by the VSH.

Exchanges of information will take place at DSL/deputy level, or SENCO/individual with oversight of SEN for those with EHC plans. If neither the DSL or SENCO is available the responsibility will be taken by senior leaders.

6. Attendance

Every school day, pupils who are not in school will be expected to register remotely. Absences will be followed up as outlined in the 'Online School Attendance Policy', as will discrepancies between pupils marked present and attendance at tutorials / lessons.

For key worker children / vulnerable children attending school, attendance will be reported daily by the Senior Deputy Head to the DFE using their online form.

If any child expected at school fails to attend, the attendance administrator will contact their parent. In the case of a vulnerable child, their social worker will also be informed of their absence.

7. Anti-Bullying and Harmful Peer Relations

The School's Anti-Bullying Policy and Allegations of Sexual Violence and Sexual Harassment Between Pupils Policy, and the guidance set out in part 5 of KCSIE continue to apply.

The Online Classroom Behaviour and Sanctions Policy makes it clear that discourteous and unkind comments continue to be unacceptable, and that bullying will continue to be investigated and sanctioned during this time of remote schooling.

Pupils should contact their tutor, Head of Year or Head of Section to discuss any concerns regarding bullying (including cyber-bullying) or harassment. Tutor sessions and other communications with pupils will be used to remind them to be kind and considerate in their communication with peers, whether using school systems or not.

Where a concern is raised by a pupil or a parent, this will be reported to the Head of Year and Head of Section (who are also Deputy DSLs), who will coordinate investigation or action. This is likely to include a phone conversation with the alleged victim and their parent, and with the alleged perpetrator and their parent. These conversations may happen using Teams, and if so, two members of staff will be involved in the call (eg tutor and Head of Year, of Head of Year and Head of Section). School sanctions will continue to apply as per the Behaviour and Sanctions Policy and the Online Classroom Behaviour and Sanctions Policy.

If there is an ongoing concern about the relationship between two or more pupils, then a risk assessment should be carried out to consider any risks presented through contact via school systems (eg pupils sharing class groups) and adjustments will be made to protect the pupils involved.

Consideration will be given as to whether contact needs to be made with outside organisations such as Children's Social Care or the Police.

8. Concerns about Staff and Volunteers

If staff or volunteers have a concern that a member of staff or volunteer may post a safeguarding risk to children, they should follow the advice in section 7.1 of the School's Safeguarding and Child Protection Policy, and part 4 of Keeping Children Safe in Education (2019), by informing the Headmaster straight away. If the concern is about the Headmaster, the report should be made to David Seymour, the Chair of Governors

(contact details available in Safeguarding and Child Protection Policy). The person receiving the report will contact the LADO (see section 1.4 of this appendix) and, if it is believed that a crime may have been committed, immediately contact the police.

Schools are still under a legal duty to refer anyone to the DBS who has harmed or poses a risk of harm to a child or vulnerable adult. Where appropriate, we will consider making referrals to the Teachers Regulation Authority (TRA) and refer to the TRA's misconduct advice. Referrals to the TRA should be made by email.

9. Safer Recruitment and Induction of New Staff

9.1 Induction of New Staff

If the School appoints new staff or volunteers during the period of remote provision, we will continue to provide a safeguarding induction via training video and follow up questions, and provide them with the up-to-date policy.

9.2 Safer Recruitment

When recruiting new staff/volunteers, the School will continue to follow safer recruitment processes. This will include that:

- Appropriate checks have been carried out for those engaging in regulated activity (note while the DBS guidelines have been amended to avoid the need for face-to-face contact, the requirement to carry out checks remains)
- If volunteers are used, they will be subject to the usual risk assessment process and under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- Where staff temporarily move to another setting, the DfE has clarified that there is no expectation that a DBS check should be obtained. A current DBS for a different type of setting, eg one obtained for childcare, can be accepted. The onus remains on the School to be satisfied that we have the required checks, which can be achieved by seeking assurance from their current employer. The School will risk assess the shared member of staff in the same way as we would a volunteer.

The School will continue to keep the SCR up to date.

10. Site Security and Attendance by Staff / Volunteers

During the period of remote provision, the school buildings will be accessible only through the main Reception Area. Only essential staff and the children of key workers / vulnerable children will be admitted to the buildings.

The Senior Management Team must know which staff/volunteers will be attending school each day. A record will be kept of all the staff and students who have been onsite every day during remote provision, via the sign in process at Reception. This will be shared with the Senior Deputy Head, in order that the information can be reported to the DfE (see section 6).

The DfE has stated that schools can, if they choose to, log everyone that will be working/volunteering in school on any given day, including any staff who may be on loan from other settings on the Single Central Register (SCR). The SCR can also be used to log details of any risk assessments carried out on volunteers and staff on loan from other settings.

SLW April 2020