

Annex 1 Safeguarding and Child Protection Policy



COVID-19 school closure arrangements for Safeguarding and Child Protection at Sandwell Valley School

School Name: Sandwell Valley School

Policy Owner: Sandra Hemmings

Date: 30 March 2020

Date shared with staff: 30 March 2020

Sandwell Valley School

1. Context

On the 20th of MARCH 2020, Schools were asked to provide care for a limited number of children who absolutely need to attend - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. The safeguarding arrangements take into account staff and children working from home.

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

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2. Key contacts and vulnerable children

Role	Name	Contact number	Email
Designated Safeguarding Lead	Sandra Hemmings	0121 679 7522	shemmings@sandwellvalleyschool.co.uk
Deputy Safeguarding	Jennifer Hall	0121 679 7522	Jhall@sandwellvalleyschool.co.uk
Headteacher	Mim Hall	0121 679 7522	mhall@sandwellvalleyschool.co.uk
Designated Teacher	Sangeeta Mehra	0121 679 7522	smehra@sandwellvalleyschool.co.uk
Chair of Governors	Geoff Walker	0121 679 7522	

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.

Sandwell Valley 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: Sandra Hemmings

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 Sandwell Valley School will explore the reasons for this directly with the parent.

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

Sandwell Valley School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

3. 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.

The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Sandwell Valley School and social workers will agree with parents/carers whether children in need should be attending school – Sandwell Valley School will then follow up on any pupil that they were expecting to attend, who does not. Sandwell Valley School 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 YOUR SCHOOL?

To support the above, Sandwell Valley School 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.

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

4. Designated Safeguarding Lead

Sandwell Valley School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Lead is: Sandra Hemmings

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 co-ordinating 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 Sandwell Valley School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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.

5. 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.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. 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 use a yellow form to 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.

6. 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 school staff have had safeguarding training and have read 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.

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

If staff are deployed from another education or children's workforce setting to our school, 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
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

7. 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, Sandwell Valley 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 (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.

Where Sandwell Valley School 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.

Sandwell Valley 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 163 of KCSIE.

Sandwell Valley 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.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

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, Sandwell Valley School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in schools and colleges

Sandwell Valley School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

9. 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 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 school's code of conduct.

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

The lessons uploaded on the schools virtual learning site are appropriate and suitable for online teaching (read [guidance on what "appropriate" looks like](#)).

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face. Local authorities may also be able to provide support

10. Supporting children not in school

Sandwell Valley School is committed to ensuring the safety and wellbeing of all its Children and Young people.

All schools and colleges should be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or 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 the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.

All schools and colleges should consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's or college's staff code of conduct. This policy should amongst other things include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.

Staff should ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. All staff are required to undertake training in GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

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.

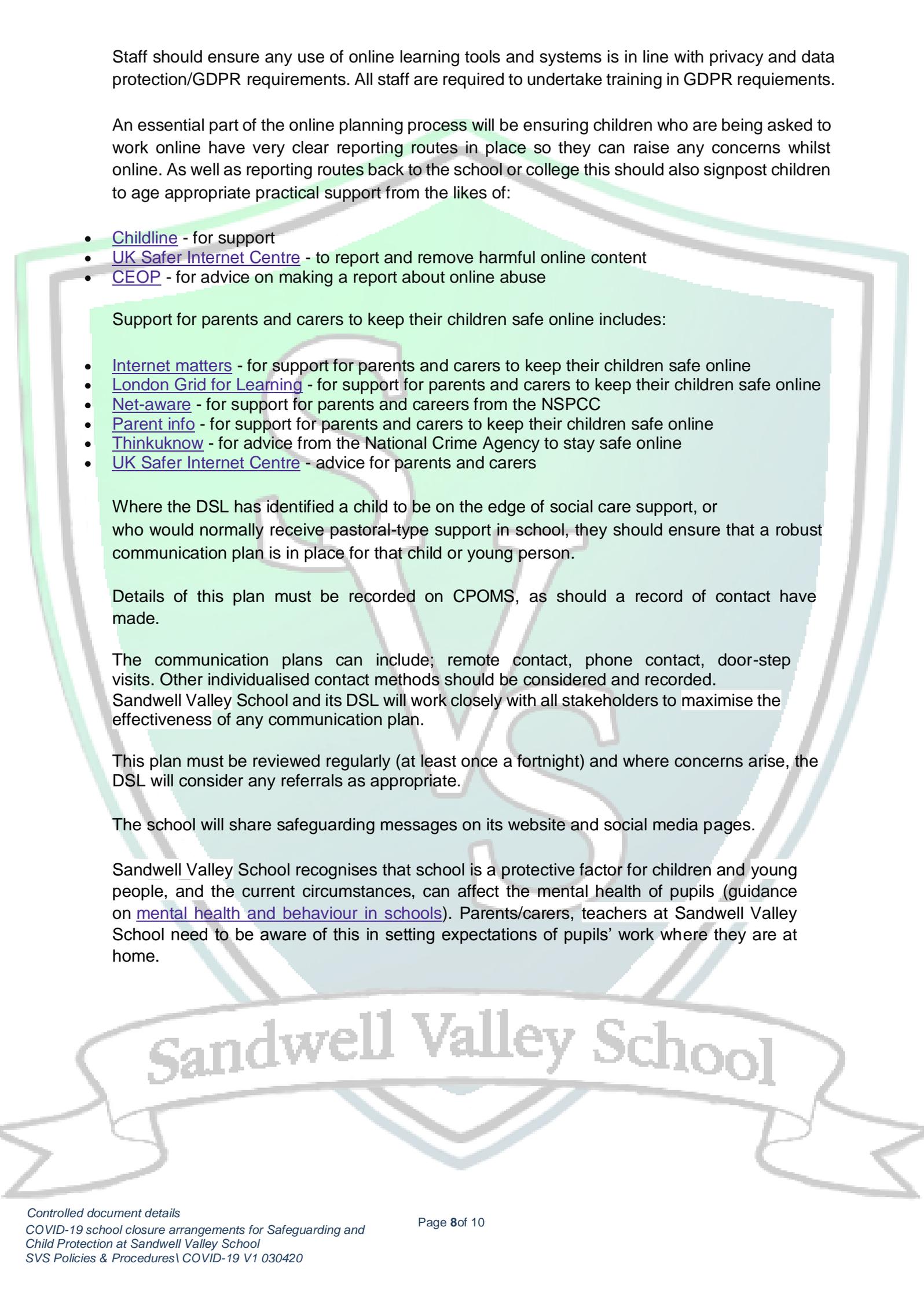
Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Sandwell Valley School 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 school will share safeguarding messages on its website and social media pages.

Sandwell Valley School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils (guidance on [mental health and behaviour in schools](#)). Parents/carers, teachers at Sandwell Valley School need to be aware of this in setting expectations of pupils' work where they are at home.



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Sandwell Valley School 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.

11. Supporting children in school

Sandwell Valley School is committed to ensuring the safety and wellbeing of all its students.

Sandwell Valley School 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.

Sandwell Valley 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 COVID19.

Sandwell Valley School 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.

Where Sandwell Valley School has concerns about the impact of staff absence - such as our Designated Safeguarding Lead or first aiders - will discuss them immediately with the trust.

12. Peer on Peer Abuse

Sandwell Valley School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

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 Child Protection Policy.

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.

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

13. Emergency contacts in Sandwell

The COG Duty mobile numbers are below.

You are still able to leave a Voicemail on the landline numbers which are checked routinely.

Normal hours of operation apply:

Monday to Thursday 9.00am to 5.30pm Friday 9.00am to 5.00pm

Rowley & YPS COG: 0121 569 7296 or 07799 348259

Tipton COG: 0121 569 7291 or 07917 087966

Oldbury COG: 0121 569 7295 or 07471 029760

Smethwick COG: 0121 569 7297 or 07773 078189

West Brom COG: 0121 569 7293 or 07791 921091

Wednesbury COG: 0121 569 7294 or 07791 921071

Also attached is full list of mobile phone numbers for all COGs. Please feel free to contact Rofia Noreen on 07813 545894 or Rofia_Noreen@sandwellchildrenstrust.org if you have any questions or concerns regarding COG Service delivery

Report a child at risk

If you suspect or believe a child is suffering or is likely to suffer significant harm, including any form of mistreatment or abuse, you should [report your concerns](#).

If you work for an agency or organisation that has a policy or procedure about children at risk, then you should follow it.

If you are a member of the public, or if your organisation does not have a policy or procedure, take the following steps.

Emergency

If a child is in immediate danger, you should contact the police by dialling 999.

Not an emergency

If you have concerns about a child or young person but believe they are not at immediate risk you can:

- contact the Sandwell safeguarding team on 0121 569 3100 (this number is available outside normal office hours); or
 - contact West Midlands Police on 101 (24-hour non-emergency number); or
 - contact the NSPCC helpline 0808 800 5000 (free service, lines open 24 hours a day);
- or
- if you work or volunteer for an organisation, discuss your concern with a manager or designated professional.

All agencies should use the [Multi-Agency Referral Form \(MARF\) and guidance](#) to make a referral. The more information children's social care get at the first point of contact, the more likely it is that appropriate services will be delivered at the earliest opportunity to help children and families.

To be reviewed by:- Sandra Hemmings

Date: March 2020

Review Date: March 2021