Child Protection and Safeguarding Young People:
ELATT CLOSURE COVID-19 appendix

Review Date: 24th April 2020
Next Review: 24th April 2021

Contents

Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the government during COVID-19.

It seeks to supplement our normal safeguarding policy in light of the Department for Education's guidance Coronavirus: safeguarding in schools, colleges and other providers, and should be read in conjunction with that policy.

Unless covered here, our safeguarding policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
    - With a child protection plan
    - Assessed as being in need
    - Looked after by the local authority
- Have an education, health and care (EHC) plan

Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education.

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children and young people must come first

- If anyone has a safeguarding concern about any child, they should continue to act on it immediately

- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)

- It's essential that unsuitable people don't enter the school workforce or gain access to children

- Children should continue to be protected when they are online, and parents have responsibility for this, but we should be supportive (support available through the government here)

Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for young people still attending ELATT and those at home.

- Mia Wylie (mia@elatt.org.uk / 0773 6768 921) - Designated Safeguarding Lead

- Oran Blackwood (oran@elatt.org.uk / 0740 0191 590) - Deputy Designated Safeguarding Lead for Young People (DSL6F)

As a reminder, all staff should continue to work with and support of social workers to help protect vulnerable our young people.

DSL (and deputy) arrangements

During the closure due to COVID-19 our DSLs remain contactable via email or telephone:

If you have a concern about a young person then you contact the appropriate DSL, as per the normal channels of communication.

The DSL's already have listed and identified students who are potentially the most vulnerable during school closure due to COVID-19.

Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our local safeguarding partners

- Our school partners

- The local authority regarding:

    o children with education, health and care (EHC) plans,

    o designated safeguarding officer and children's social care

    o children in need,

    o reporting mechanisms,

    o referral thresholds

Monitoring attendance

As most children will not be attending classes during this period of school closure, we will be completing our usual attendance registers and following our usual procedures to follow up on non-attendance.

We shall:

- Follow up on their absence with their parents or carers, by phone call initially, followed by email correspondence.

- We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will support social and key workers and make sure we have up-to-date emergency contact details, and additional contact details where possible.

Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

The guidance on peer on peer abuse from the safeguarding policy will continue to be followed and support victims and perpetrators as necessary during school closure. This will be done on an individual basis.

Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

If you have concerns about a staff member then please contact Mia Wylie - Designated Safeguarding Lead. Investigations will take place under the normal guidance from the LADO during ELATT's closure We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adults to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address misconduct.teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

Contact plans and Risk Assessments

We may have young people who do not meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to support them. If you are concerned about a young person then in the first instance contact the DSL for the Sixth Form.

We will also support social workers, our school partners and local authorities with risk assessing learners who are at home. Risk assessments will help devise contact plans for our vulnerable groups and need to be revised every two weeks or if there is a change in circumstance. Changes should be communicated to all parties around the young person, but taking into consideration if these communications pose further risk.

For these young people, we will put a contact plan in place, as explained below. We have contact plans   for young people whom we have identified as vulnerable and the DSL6F together with the SENCO will contact these children.

- They would usually attended ELATT but cannot or will not be attending online learning (for example where the young person has limited access, anxiety, unsettled home environment); or

With these children identified the following will be the procedure:

- Identify how often we will make contact – the tutors will use their professional judgment in how often they will contact students whom have been identified as vulnerable and / or as directed by the section Head.

- The DSL6F and SENCO to maintain contact with parents/carers, social workers, school officers and other key workers to ensure the safety of the young person

- The Sixth Form administrator will make contact via telephone calls, texts and emails initially.

We will review this process after 2 weeks.

Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems

- No contact from children or families

- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section 11 below for our approach to online safety both in and outside school.

See section on Mental Health below for information on how we will support pupils' mental health.

Online safety

Outside school:

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy. Equipment supplied by ELATT must also protect young people online, so will content block inappropriate web content.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure young people know how to report any concerns they have back to us, and signpost them to other sources of support too.

Working with parents and carers:

We will make sure parents and carers:

- Are aware of the potential risks to young people online and the importance of staying safe online, including Prevent

- Know what ELATT is asking young people to do online, including what sites they will be using and who they will be interacting with from ELATT

- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources we provide

- Know where else they can go for support to keep their children safe online

Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This   will include emails, phone calls home and video calls where necessary.

We will promote our own wellbeing services that can be accessed through secure social media and in-house channels. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff recruitment, training and induction

Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with young people.

We will continue to follow our safer recruitment procedures and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education

Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements. New staff and volunteers will continue to receive:

- A safeguarding induction, including Prevent training
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date. We will use the single central record to log:

- Student access, in case of emergency
- Everyone working or volunteering on site each day, we will not use any staff 'on loan' from any other establishment.

Monitoring arrangements

This policy will be reviewed as guidance from the government or KCSIE is released. At every review it will be approved by the senior leadership team.

Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Prevent Policy
- General code of conduct
- Student code of conduct
- Volunteer Policy
- IT acceptable Use Policy
- Health and Safety Policy
- Online Safety Policy
- Whistleblowing Policy
- Anti-bullying Policy