

# **Waltham Forest Model Safeguarding Policy**

## **Schools Model Safeguarding Policy COVID-19 School Closure arrangements for Safeguarding and Child Protection at Emmanuel Community School**

**School Name: Emmanuel Community School**

**Policy Owner: Peter Lewis**

**Date: April 2020**

**Date shared with staff:**

---

## **Context**

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible. Schools and all childcare providers were at the same time 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 to Emmanuel Community School's Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

- 1) Key Contacts**
- 2) Vulnerable children**
- 3) Attendance monitoring**
- 4) Designated Safeguarding Lead (DSL)**
- 5) Reporting a concern**
- 6) Safeguarding training and induction**
- 7) Safer recruitment/volunteers and movement of staff**
- 8) Online safety in schools and colleges**
- 9) Children and online safety away from school and college**
- 10) Supporting children not in school**
- 11) Supporting children in school**
- 12) Peer on peer abuse**
- 13) Support from the Local Authority for Maintained Schools**
- 14) Support from the Multi Academy Trust**
- 15) Support from the Safeguarding in Education Team**

## 1) Key Contacts

<b>Role</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
<b>Designated Safeguarding Lead</b>	Mr Peter Lewis	020 8520 0775	Plewis23.320@lgflmail.org
<b>Deputy Designated Safeguarding Lead</b>	Mrs Titilayo Oluwatudimu	020 8520 0775	<a href="mailto:toluwatudimu2.320@lgflmail.org">toluwatudimu2.320@lgflmail.org</a>
<b>Head Teacher</b>	Mr Peter Lewis	020 8520 0775	<a href="mailto:plewis23.320@lgflmail.org">plewis23.320@lgflmail.org</a>
<b>Trust Safeguarding Manager (if applicable)</b>	N/A	N/A	N/A
<b>Chair of Governors</b>	Mr Richard Irish	020 8520 0775	<a href="mailto:rirish.320@lgflmail.org">rirish.320@lgflmail.org</a>
<b>Safeguarding Governor/Trustee</b>	Rev Anthony Hodgkinson	020 8520 0775	<a href="mailto:ahodgkinson4.320@lgflmail.org">ahodgkinson4.320@lgflmail.org</a>

### **Any other individual school contacts and further note:**

*There are no other individual school contacts that need to be listed here.*

*Staff members are made aware of a mobile number they can call to contact a member of the school's safeguarding team, if none is on site at any time during the period of school partial closures.*

---

## 2) 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 that 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. (Section 17 refers to **Child in Need** cases.)

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 their home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Emmanuel Community School will draft these risk assessments and invite comments from parents and the Local Authority. Emmanuel Community School will then keep final copies of the agreed risk assessments.

### **Risk Assessments will consider the following aspects:**

- *The potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required.*
- *The risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting.*
- *The ability of the individual's parents or home to ensure their health and care needs can be met safely.*

- *The potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered.*

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 the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Emmanuel Community School will continue to work with and support children's social workers to help protect the vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for care-experienced children and young people. **The lead person for this will be: Mr Peter Lewis.**

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 increased 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 Emmanuel Community School will explore the reasons for this directly with the parent.

Where parents/carers are concerned about the risk of the children contracting COVID-19, Emmanuel Community School or the social worker will talk through these anxieties with the parents/carers following the advice set out by Public Health England.

Emmanuel Community School will encourage our vulnerable children 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.

If Emmanuel Community School has any children in attendance (e.g. because they are vulnerable or their parent(s)/carer(s) are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon and the Local Authority by 4pm.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

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

To support the above, Emmanuel Community School will, when communicating with parents/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, who has a social worker, does not take up their place at school, or discontinues, Emmanuel Community School will notify their social worker.

---

#### 4) Designated Safeguarding Lead

Emmanuel Community School has a **Designated Safeguarding Lead (DSL)** and a **deputy DSL**.

- **The Designated Safeguarding lead is: Mr Peter Lewis**
- **The Deputy Designated Safeguarding Lead is: Mrs Titilayo Oluwatudimu**

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 – for example when working from home. A trained DSL (or deputy) will always be contactable.

It is important that all Emmanuel Community School staff and volunteers have access to a trained DSL or deputy DSL. Emmanuel Community School will indicate on staff rotas which of the DSL or DSL is on site.

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. Our SLT includes our designated safeguarding lead and our deputy designated safeguarding lead. If there are occasions when both are off-site, **Mrs Titilayo Oluwatudimu** and/or **Mrs Deborah Williams** will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management systems (logged on ScholarPack) and safeguarding reporting systems.

Either:

- directly or in collaboration with the off-site DSL or deputy DSL) and
- liaising with the off-site DSL or deputy DSL on decisions to be made and actions to be taken.

In addition, and as required, they will liaise with children's social workers, where they require access to children in need and/or to carry out statutory assessments.

The DSL (or deputy) 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 the schools safeguarding reporting system, this can be done remotely. Discussions should still be held with parents/carers prior to making a referral, unless it is deemed likely that this would add to the risk of a child being harmed.

In the event that a member of staff cannot access the school's safeguarding reporting system, they should email the Designated Safeguarding Lead and the Headteacher (who is the deputy DSL in our school). They should also telephone them both to check that the emails have been received. This will ensure that the concern is noted and acted upon.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working or volunteering with children in the school, they should follow the school reporting process and inform the Headteacher as soon as possible. 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.

Concerns around the Headteacher should be directed to the **Chair of Governors, Mr Richard Irish**.

If staff are concerned that they cannot report their concern about an adult working or volunteering with children in the school, they should utilise the whistleblowing process and contact [lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)

---

#### **6) Safeguarding Training and Induction.**

Designated Safeguarding Lead 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 the 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 that they know what to do if they are worried about a child.

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

For movement between schools or indeed between employers, schools should seek assurance from the originating school that the member of staff has received the appropriate safeguarding training.

Upon arrival, they will be given a copy of the host setting's child protection policy, confirmation of the local processes and confirmation of the DSL arrangements.

---

#### **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, Emmanuel Community 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.

If staff are deployed to another education, or children's workforce, setting or are deployed 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.*

In addition, their **DBS certificate number** and **date of issue** should be checked and logged on our **Single Central Record**. If the colleague is part of the DBS Online Update Service, this will be checked in the normal way:

- *The colleague will show our school their DBS certificate and our school will check online that no further information has been logged since the certificate was issued.*

Where Emmanuel Community School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167-172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Emmanuel Community School will continue to follow the legal duty to refer to the **Local Authority Designated Officer** ([lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)) and 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.

Emmanuel Community 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the 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, Emmanuel Community 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

### a) Children and online safety at school

Emmanuel Community School will continue to provide a safe environment, this includes online. This will include the use of an online filtering system.

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

### b) Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the safeguarding and 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 Emmanuel Community School's **code of conduct**.

Emmanuel Community School will ensure any use of online learning tools and systems is in line with the **privacy and data protection/GDPR requirements**.

Below are some things we will consider when delivering virtual lessons, especially where webcams are involved:

- *No 1:1's, groups only.*
- *Staff and children must wear suitable clothing, as should anyone else in the household.*
- *Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.*
- *The live class should be recorded so that if issues were to arise, the video can be reviewed.*
- *Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.*

- *Language must be professional and appropriate, including any family members in the background.*
  - *Staff must only use platforms specified by their senior managers and approved by or IT network manager/provider to communicate with pupils.*
  - *Staff should record the length, time, date and attendance of any sessions held.*
- 

## **9) Supporting children not in school**

Emmanuel Community School is committed to ensuring the safety and well-being of all children and young people.

Where the DSL and/or deputy 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 the safeguarding recording system as should a record of the contact made.

The communication plans can include:

- *Remote contact.*
- *Phone contact.*
- *Doorstep visits.*
- *Other individualised contact methods should be considered and recorded.*

Emmanuel Community School and its DSL and/or deputy 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 and/or deputy DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website, via parent mail and its social media pages.

Emmanuel Community School 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 Emmanuel Community School need to be aware of this in setting expectations of pupils' work where they are at home.

---

## **10) Supporting children in school**

Emmanuel Community School is committed to ensuring the safety and well-being of all its students.

Emmanuel Community 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. A **staff rota** has been drawn up to this end and it is amended where necessary.

Emmanuel Community 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 **others measures** to limit the risk of the spread of COVID-19. For example, class seating plans and seating plans in the dining hall facilitate social-distancing.



Emmanuel Community School will ensure that where we care for the children of critical workers and vulnerable children on site, we ensure that appropriate support is in place for them. This will be bespoke to each child and recorded on our safeguarding recording system, where appropriate.

Where Emmanuel Community School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead, deputy DSL or first aiders – we will discuss them immediately with the Trust.

---

### **11) Peer on peer abuse**

Emmanuel Community 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 principals as set out in Part 5 of KCSIE and those outlined in our safeguarding and child protection policy.

We will listen and work with the child/parents/carers and any multi-agency partner required to ensure the safety and security of that child.

Concerns and actions will be recorded on our safeguarding recording system and appropriate referrals will be made.

---

### **12) Support from the Local Authority for maintained schools**

The Local Authority education team will provide support and guidance as appropriate to enable the DSL and/or deputy DSL to carry out their role effectively.

This includes supporting them to access child protection files for the purpose of quality assurance, support, guidance and direction.

Maintained schools can access regular group and individual supervision sessions from the safeguarding in education team. This may take the form of an online meeting.

---

### **13) Support from the Multi-Academy Trust**

The Multi Academy Trust (TEST) safeguarding team will provide support and guidance as appropriate to enable the DSL and deputy DSL to carry out their role effectively.

This includes, remotely accessing child protection files for the purpose of quality assurance, support, guidance and direction.

TEST will also provide regular group and individual supervision sessions, if necessary. This may take the form of an online meeting.

---

### **14) Support from the Safeguarding in Education Service**

The Safeguarding in Education Service will provide support and guidance as appropriate to enable the DSL and/or deputy DSL to carry out their role effectively.

This includes providing support, guidance and direction.

The Safeguarding in Education Service can provide group and individual supervision sessions. This may take the form of an online meeting.

---

### **15) Useful Contact Numbers**

<b>MASH</b>	020 8496 2310
<b>LADO</b>	lado@walthamforest.gov.uk 020 8496 3646 Caroline: 07770 052 421 Gill Nash: 07791 559 789
<b><u>Safeguarding in Education:</u></b>	<a href="mailto:Safeguardingineducation@walthamforest.gov.uk">Safeguardingineducation@walthamforest.gov.uk</a> Caroline Coyston: 07770 052 421 Gill: 07791 559 789
<b>Early Help Coordinator:</b>	Shanice Britton 07980 014957 <a href="mailto:Shanice.britton@walthforest.gov.uk">Shanice.britton@walthforest.gov.uk</a> , <a href="mailto:EarlyHelp@walthamforest.gov.uk">EarlyHelp@walthamforest.gov.uk</a>
<b>Early Help 2:</b>	Jahsynth Ramsay 07968 126107 <a href="mailto:Jahsynth.Ramsay@walthamforest.gov.uk">Jahsynth.Ramsay@walthamforest.gov.uk</a>
<b>Assigned SEND caseworker:</b>	Lindsay Walne 07973 319507 <a href="mailto:Lindsay.Walne@walthamforest.gov.uk">Lindsay.Walne@walthamforest.gov.uk</a>

*(Early Help has offered to help with welfare calls and home visits.)*