



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Cundall Manor School
January 2021**

School Name: Cundall Manor School
Policy owner: Melissa Raubitschek
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This document has been adapted from versions created by L. Donald and K Allan

1. Context

On 4th January the Prime Minister announced a new national lockdown. During the lockdown, schools, and colleges should only allow vulnerable children and young people and the children of critical workers to attend. All other school and college children and young people will learn remotely until at least the February half term. Early years providers should stay open enabling Nursery children to attend their normal timetabled hours.

To continue to manage the risks, the government have asked all Nurseries to keep in place the range of protective measures that they have been using throughout the autumn term. Cundall Manor School has communicated this to the parents at the start of term along with information and reminders regarding online learning and protocols for all of our children.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Cundall Manor School is also taking part in the rapid asymptomatic testing programme for pupils in Form 5 and above who will be attending school as part of the Critical Worker provision. Testing is voluntary for pupils, taking part has been strongly encouraged by the government and Cundall Manor to help reduce the risk of transmission in school. Testing, along with other protective measures that Cundall Manor School has already put in place will help ensure pupils eligible to attend school have the best chance of as much face-to-face education as possible.

This addendum of the Cundall Manor School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas listed below:

The addendum will be reviewed by our designated safeguarding lead (DSL) as circumstances continue to evolve or following updated Department for Education advice or guidance. It has been approved by our Board of Governors, is available on the school website and has been shared with staff.

Government guidance:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Melissa Raubitschek	01423 360918	melissaraubitschek@cundallmanor.org.uk
Deputy Designated Safeguarding Leads	Mrs Amanda Kirby -Prevent Lead and Headmistress Mr Stuart Bayne Deputy Head	01423 360200 / 07741292794 01423 360200	amandakirby@cundallmanor.org.uk stuartbayne@cundallmanor.org.uk
Headmistress	Mrs Amanda Kirby	01423 360200 / 07741292794	amandakirby@cundallmanor.org.uk
Chair of Governors	Sir Thomas Ingilby	01423 360200	sirthomas@ripleycastle.co.uk
Safeguarding Governor	Mrs Rachel Powell	01423 360 200	rachelpowell@cundallmanor.org.uk

A reminder for staff that a referral can be made in exceptional circumstances to the Customer Contact Centre number 01609 780780 and/or LADO contact number 01609 533080.

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 deputies) 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.

Cundall Manor 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: Elaine Strong

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 Cundall Manor School will explore the reasons for this directly with the parent.

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

Cundall Manor School will encourage our vulnerable children and young people to attend school, remotely if necessary.

Attendance monitoring

Cundall Manor will continue to record attendance on Schoolbase. Absences of pupils who are expected in school will be followed-up. Where a parent wishes for their child to be absent this absence will be authorised. Cundall Manor will not penalise absence. Cundall Manor will return the requested data on attendance daily to the Department for Education.

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

Designated Safeguarding Lead

Cundall Manor School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The key contacts are detailed at the start of this document.

The optimal scenario is to have a trained DSL available on site. Where this is not the case a trained deputy DSL will be available on site. In the unlikely event that neither the DSL or her deputies are available on site they will be available to be contacted via phone or online video.

It is important that all Cundall Manor School staff and volunteers have access to a trained DSL (or a deputy). The staff on site know that the DSL is Melissa Raubitschek and how to contact her. The contact details for her deputies, Amanda Kirby and Stuart Bayne are also in the Key Contacts table and staff know how to contact them.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy, this includes making a report to the DSL.

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 Headmistress. If there is a requirement to make a notification to the Headmistress whilst away from school, this should be done verbally and followed up with an email to the Headmistress.

Concerns around the Headmistress should be directed to the Chair of Governors.

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 a deputy) who has been trained will continue to be classed as a trained DSL (or a 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 (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child and will provide regular updates via email and staff meetings.

Where new staff are recruited, or new volunteers undertake work at Cundall Manor 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

Upon arrival, they will be given a copy of our child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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, Cundall Manor 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 (2020) (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 Cundall Manor School utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 – 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

If Cundall Manor School utilises supply staff, we will continue to follow the checking and risk assessment processes as per our policy and in KCSIE part 3.

Cundall Manor 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 179 of KCSIE.

Cundall Manor School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraphs 172, 181 - 182 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 at Cundall Manor School, everyone is aware, on any given day, which staff/volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Cundall Manor School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 - 171 in KCSIE 2020.

Cundall Manor School will ensure there is a record of which staff are onsite daily via Schoolbase.

Mental Health

Cundall Manor School recognises that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of our children and their parents. With children of critical workers and vulnerable children on site, and Nursery provision, Cundall Manor School will ensure appropriate support is in place for them.

Cundall Manor School understands that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Support for pupils and students in the current circumstances will include existing provision in the school, although this may be delivered in different ways, (for example over the phone for those children not attending provision) or from specialist staff or support services.

Cundall Manor School will ensure that teachers are aware of the impact the current circumstances can have on the mental health of those pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.

Diane Riddell is our Wellbeing support teacher and can be contacted via school.

Here is a link to the Mental Health and Wellbeing page:

[Mental Health and Wellbeing page](#)

Online safety in schools and colleges

Cundall Manor 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.

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 code of conduct and Acceptable Use Policy.

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

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

- If 1:1s are needed for learning/lesson support, ensure that the parent/carer is aware and that the child has the option to turn the camera off if they prefer.
- 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 any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time to fit in with the appropriate year group's lesson timetable.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT Manager to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

It is important for parents as well to have regular conversations about staying safe online and to encourage their children to speak to them if they come across something worrying online.

- see [support for parents and carers to keep children and young people safe from online harm](#)

- [Support to stay safe online.](#)
- <https://www.cundallmanorschool.com/the-school/pastoral-care/staying-safe-online/>

This is reinforced by Cundall Manor School through lessons, pastoral care and PSHE lessons.

Supporting children not in school

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

Cundall Manor School will do what we reasonably can to keep all our children safe. Whilst some (Nursery, CW and vulnerable) children return to Cundall Manor School the majority will continue to stay at home and will be continuing to engage with Cundall Manor School online.

Cundall Manor School staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per this child protection policy and, where appropriate, referrals will continue to be made to children's social care and, as required, the police.

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, as should a record of contact have been made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Cundall Manor 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.

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

Supporting children in school

Cundall Manor School is committed to ensuring the safety and wellbeing of all its students.

Cundall Manor School will continue to be a safe space for all children to attend and flourish. The Headmistress will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Cundall Manor 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, face coverings, distancing and other measures to limit the risk of spread of COVID19.

Cundall Manor School will ensure that where we care for Nursery, 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.

If pupils are attending other schools, it is important to ensure that all appropriate information, including child protection and medical information, is shared with the 'senior designated leader' to ensure their safety and wellbeing. This information is to be held securely by the other school.

Peer on Peer Abuse

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

Where a report of peer on peer abuse is received, Cundall Manor School will follow the principles as set out in the Safeguarding and Child Protection Policy and in part 5 of KCSIE.

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 and appropriate referrals made.

Cundall Manor School will be mindful that some peer relationships may deteriorate over any closure period and if indeed any online peer on peer abuse that has taken place and comes to light on the return to school/during online provision, actions will be taken and support provided as outlined in the school's Safeguarding and Child Protection Policy.

Useful links:

<https://www.safeguardingchildren.co.uk/coronavirus/>

<https://cyps.northyorks.gov.uk/covid-19>

<https://www.safeguardingchildren.co.uk/wp-content/uploads/2020/04/Coronavirus-ABookForChildren.pdf>

<https://coronavirus.lgfl.net/safeguarding>