



Trinity High School
& SIXTH FORM CENTRE
Part of Bordesley Multi Academy Trust

COVID-19 SCHOOL ARRANGEMENTS FOR SAFEGUARDING & CHILD PROTECTION

(Annex 1)

To be read in conjunction with:

- Safeguarding Children and Child Protection Policy

Reviewed:

Policy Responsibility:

January 2021

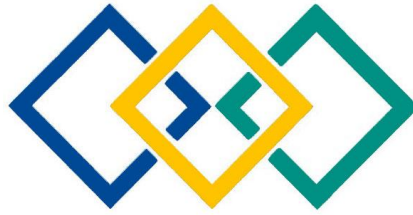
Mrs Hannan

School Policy: available on website

11/01/2021

Staff Policy: available on r-drive

11/01/2021



COVID-19 SCHOOL ARRANGEMENTS FOR SAFEGUARDING & CHILD PROTECTION AT TRINITY HIGH SCHOOL

January 2021

1. CONTEXT

From 6th January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children identified as follows:

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Schools and all childcare providers were 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.

Trinity High School will continue to follow DfE COVID guidance (DfE COVID Safeguarding guidance).

Safeguarding and Designated Safeguarding Leads

[Keeping children safe in education](#) is statutory safeguarding guidance that all schools, FE colleges, sixth form colleges and designated institutions must continue to follow. Other 16 to 19 providers are required to comply with relevant safeguarding duties and to follow the guidance in keeping children safe in education by virtue of their funding agreement.

Early years providers must continue to follow the safeguarding requirements in section three of the [Early Years Foundation Stage framework](#).

Trinity High School will ensure that all school staff are aware of this revised policy.

Trinity High School will ensure that a DSL or DDSL will be on site where possible.

Where a trained DSL (or deputy) is not on site, a senior leader will take responsibility for coordinating safeguarding on site. The DSL or DDSL's will be contactable via telephone.

Contact Details for Reporting to Public Health

Trinity High School will contact for COVID-19 queries related to education settings including early years and childcare settings, schools or Post 16 provision:

Worcestershire County Council Public Health Team
Email: WCChealthprotection@worcestershire.gov.uk
Tel: 01905 845491

For notification of suspected cases:

On-line notification: <https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation>

For notification of confirmed cases:

Worcestershire County Council Local Outbreak Response Team (LORT)
Monday-Sunday 0900-1800
Email: WCChealthprotection@worcestershire.gov.uk Please add to the subject line "Trinity High School- positive case confirmed"
Tel: 01905 845491

You can find all our procedures and guidance on the management of suspected cases, management of confirmed cases and arrangements for management of a possible outbreak on our website: [Coronavirus \(COVID-19\) Public Health guidance for settings](#).

This addendum of the Trinity High School & Sixth Form Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key Contacts:

Role	Name	Email
Designated Safeguarding Lead	Karen Hannan	hannank@trinityhigh.net
Deputy Designated Safeguarding Lead(s)	Adrian Ward Julie Davis	head@trinityhigh.net davisj@trinityhigh.net
Headteacher	Adrian Ward	head@trinityhigh.net
Safeguarding Governor	Barry Prever	preverb@trinityhigh.net
SENDSCO	Lucy Chinn	chinnl@trinityhigh.net

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 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.

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

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.

All CYP with EHCPs should be able to attend in school provision during the lockdown however parent carers may choose for their child to remain at home during this period in which case they should receive remote

learning. Risk assessments should be updated for CYP with EHCPs whose parent carers do not choose to take up an onsite school place during the current lockdown. Schools should contact SEND casework if they have any concerns about making the provision outlined in a child's EHCP through the provision of remote learning.

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.

Trinity High School 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: Mr Jeremy Petit, Assistant Headteacher.

Critical Workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carers who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

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 Trinity High School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Trinity High School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Trinity High 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.

Trinity High School and social workers will agree with parents/carers whether children in need should be attending school. Trinity High School will then follow up on any pupil that they were expecting to attend, who does not. Trinity High School will also follow up with any parent/carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Trinity High 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 does not take up their place at school, or discontinues, we will notify their social worker.

4. DESIGNATED SAFEGUARDING LEAD

- Karen Hannan (DSL)

- Adrian Ward (DDSL)
- Julie Davis (DDSL)

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, My Concern 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 Trinity High 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/DDSL 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 MyConcern.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead and Deputy Safeguarding Leads, marking the email with 'high importance' and clearly noting 'Safeguarding Concern' in the subject title. 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 email the concern to the headteacher immediately. 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.

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 Trinity High 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 the receiving setting's child protection policy, confirmation of local processes and confirmation of 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, Trinity High 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 Trinity High 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.

Trinity High 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.

Trinity High 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, Trinity High School keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. ONLINE SAFETY IN SCHOOLS

Trinity High 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

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.

Trinity High 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:

- No 1:1s, 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 show no personal items, or if this is not possible e.g. during a cookery demonstration, this should be pre-approved by the Headteacher.
- 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, 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 provided by Trinity High School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

10. SUPPORTING CHILDREN NOT IN SCHOOL

Trinity High School is committed to ensuring the safety and wellbeing of all its students.

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 MyConcern, as should a record of all contacts made.

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

Trinity High School and its DSL/DDSL 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/DDSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages. Trinity High 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 Trinity High School need to be aware of this in setting expectations of pupils' work where they are at home.

Trinity High 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, when appropriate.

11. SUPPORTING CHILDREN IN SCHOOL

Trinity High School is committed to ensuring the safety and wellbeing of all its students.

Trinity High 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.

Trinity High School will refer to the Government guidance foreducation 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 COVID-19.

Trinity High 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 MyConcern when appropriate.

Where Trinity High School has concerns about the impact of staff absence, such as our Designated Safeguarding Lead or first aiders, will discuss them immediately with the SLT.

12. PEER ON PEER ABUSE

Trinity High 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 multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on MyConcern, and appropriate referrals made.

13. SOCIAL DISTANCING

All staff and students working in school will observe the government guidelines on social distancing. Currently these are:

- Only go outside for food, health reasons or work (but only if you cannot work from home)
- If you go out, stay two metres (6ft) away from other people at all times
- Wash your hands regularly