



# Safeguarding and Child Protection Policy and Procedures

## Addendum Coronavirus school closure arrangements for Safeguarding and Child Protection at Gateways School

### Summary of essential information

This addendum to the safeguarding and child protection arrangements at Gateways school is for the period of the coronavirus school closure. The full Gateways Safeguarding and Child Protection Policy and Procedures is still valid and must be adhered to.

Safeguarding and promoting the welfare of children is **everyone's** responsibility.

Safeguarding concerns must be **immediately** discussed with the Designated Safeguarding Lead (or Deputy).

Children's Services Education Safeguarding team is also available for advice and consultation should a DSL be unavailable

**A cause for concern form (see Appendix B) must be completed. Scanned and emailed to the DSL.**

**Place the original copy in the blue cardboard wallet in the DSL's pigeonhole.**

The Designated Safeguarding Lead is: **Lesley Wood**

The Deputy Designated Safeguarding Lead is: **Helen Wallis**

**Anyone** can make a referral to Children's Social Work Services.

Key contact details can be found in **Appendix A.**

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## 1. Context

During periods of national lockdown and general school closure due to the coronavirus pandemic parents are asked to keep their children at home, wherever possible. Schools are to remain open only for those children of workers critical to the COVID-19 response who absolutely need to attend and children who are vulnerable and cannot be safely cared for at home. This may include providing care for children who are not on roll at Gateways.

It is the responsibility of Gateways to provide safeguarding and child protection for all pupils who are attending regardless of whether they are on roll.

All staff working in schools should understand their specific roles in the safeguarding of children.

This addendum of the Gateways Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements during these unusual circumstances.

## 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 and children and families with early help 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 SENCO 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.

Gateways 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: **Lesley Wood**

The offer to attend school is extended to all identified vulnerable children who have a social worker, 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 Gateways will explore the reasons for this directly with the parent and this will be recorded.

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

Gateways will encourage any identified 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.

If Gateways has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <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 it has re-opened, as requested by the DfE.

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

### **4. Designated Safeguarding Lead**

Gateways school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

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. See **Appendix A** for contact details.

The DSL (or deputy) will still be responsible for updating and managing the child protection records, when they are necessary and the DSL can access them at school. The DSL will continue to liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

Staff on site will be made aware of who the DSL (or deputy) is and how to contact them. All onsite staff should be made aware of the children's services education safeguarding team

consultation line number (see **Appendix A**) should a DSL be unavailable, and they require safeguarding advice.

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 Gateways Safeguarding Policy and Procedures. This includes making a report and formally recording concerns on a cause for concern form. See **Appendix A**.

**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 contact the Head** (see **Appendix A**). 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 Head should be directed to the Chair of Governors: **Stuart Watson**.

All staff must follow Part 4 of Keeping Children Safe in Education guidance for managing allegations against staff. The case manager must contact the local authority designated officer (LADO) in order to assess the level of concern. A completed LADO notification form must be sent to [lado@leeds.gov.uk](mailto:lado@leeds.gov.uk) within one working day of the allegation being made.

The education safeguarding team manager (Raminder Aujla [raminder.aujla@leeds.gov.uk](mailto:raminder.aujla@leeds.gov.uk) ) will continue to offer support in the process of managing allegations.

## **6. Safeguarding training and induction**

The DSL and Deputy DSL have just received refresher training, which is valid for 3 years.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education. The DSL will 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 Gateways, they will continue to be provided with a safeguarding induction.

They will be given a copy of the **Safeguarding and Child protection policy and Keeping Children Safe in Education, Part 1 and Appendix A**.

## **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, Gateways 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.

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. <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>.

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

Where Gateways 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.

Gateways 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.

Gateways 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 coronavirus 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 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, Gateways will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

## **8. Online safety in schools and colleges**

Gateways 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 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 the Guidance for safer working practice for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).

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

Refer to **Gateways Face to Face online learning protocols** for full details.

To create a safe environment for our pupils when engaging in a face to face online sessions, where webcams are involved there are several things that a teacher should consider:

- Consent must have been given from parents for their child to take part in face to face online sessions. This consent will have been given via a Firefly consent form and teachers will be notified of any children who are not consented to participate in F2FOL. These children should not attend any such sessions.
- Teachers should familiarise themselves with all of the functions of their chosen platform including the privacy and mute settings.
- Any face to face online session must take place during normal school hours and must be hosted and supervised by the teacher at all times.
- Teachers need to consider and be sensitive to the needs of individual pupils and children who may be sensitive to certain topics or issues that may arise during a face to face online session.
- When a face to face online session is complete, all pupils should exit the platform first and the teacher should close the session once it is completed.

### Essential rules

- Teachers should wear professional dress when engaged in a face to face online session.
- Teachers should not conduct 1:1s face to face online session with a pupil if that pupil is inappropriately dressed.
- No 1:1s, groups only. In cases where 1:1 tuition is essential, staff must seek formal written agreement from a senior manager and the pupil's parent.
- 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; staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings.

- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 network manager / provider to communicate with pupils.
- Staff should record the date and attendance of any sessions held.

## **10. Supporting children not in school**

Gateways is committed to ensuring the safety and wellbeing of all its children and young people.

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 made.

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

Gateways will share safeguarding messages on its website and social media pages.

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

## **11. Supporting children in school**

Gateways is committed to ensuring the safety and wellbeing of all its pupils.

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

Gateways 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 the coronavirus.

Gateways 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.

Where Gateways has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the local authority education safeguarding team and/or health and safety team.

## **12. Peer on Peer Abuse**

Gateways 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 Safeguarding and 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 in keeping with Gateways reporting and recording systems and appropriate referrals made.

### **13. Mental health and well-being**

Gateways recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff. Nurse Diane will continue to provide a Confidential Listening service, contacted via email (see **Appendix A**). Other sources of support are listed in **Appendix C**.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

### **14. Staff who bring their own children into school due to a lack of suitable alternative childcare**

In addition to advice issued centrally by the Local Authority on this issue: where these are preschool children schools must also have regard to the Disqualification Regulations 2018: The [Childcare \(Disqualification\) Regulations 2018](#) and [Childcare Act 2006](#), which set out who is disqualified from working with children. All Gateways staff complete a self-declaration form.

### **15. Support from the Local Authority**

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.

### **16. Use of personal mobile phones**

In situations where staff have agreed to use their own personal mobile phone or landline phones to make contact with families, they must ensure their personal number is not visible to parents and carers. Dialling 141 before dialling a phone number prevents the person you are calling from seeing your phone number on caller ID. Staff will not give parents/carers personal mobile telephone numbers as a point of contact. In an emergency situation, where this is deemed essential, specific permission must be granted by the Head.

Staff may need access to their personal mobile phone during the school day due to test and trace notifications (for instances such as for their own children who may require picking up). This is acceptable but staff must not use their phone for non-educational purposes when supervising or teaching. Staff should take reasonable steps to ensure they are not distracted from their duties by non-urgent alerts or notifications by setting their phones to silence or do not disturb setting. Staff working in EYFS must not have their phones with them in the work settings. The school main phone number should be used for urgent contact.

Where staff receive urgent phone calls or alerts related to the COVID track and trace NHS App or their own children's school they should inform a member of SLT so that appropriate arrangements can be made for the staff member to leave the premises and any necessary cover arranged for their classes.

## APPENDIX A

### Contacts

#### Key school contacts

0113 2886345

Designated Safeguarding Lead	Mrs Lesley Wood	<a href="mailto:lesley.wood@gatewaysschool.co.uk">lesley.wood@gatewaysschool.co.uk</a>
	Emergency number	07711 358076
Deputy Safeguarding Lead	Mrs Helen Wallis	<a href="mailto:helen.wallis@gatewaysschool.co.uk">helen.wallis@gatewaysschool.co.uk</a>
	Mobile number	07730 521559
Head	Dr Tracy Johnson	<a href="mailto:tracy.johnson@gatewaysschool.co.uk">tracy.johnson@gatewaysschool.co.uk</a>
	Mobile number	07720 291292
Chair of Governors	Mr Stuart Watson	<a href="mailto:chair@gatewaysschool.co.uk">chair@gatewaysschool.co.uk</a>
Safeguarding Governor	Mrs Geraldine Brennan	<a href="mailto:safegovernor@gatewaysschool.co.uk">safegovernor@gatewaysschool.co.uk</a>
Confidential Listener	Nurse Diane	<a href="mailto:diane.white@gatewaysschool.co.uk">diane.white@gatewaysschool.co.uk</a>

#### Other Key Contacts:

Children's Services Education Safeguarding Team 0113 3789685

Email: [estconsultation@leeds.gov.uk](mailto:estconsultation@leeds.gov.uk)

Children's social work service duty and advice team 0113 3760336

Email: [childscreening@leeds.gov.uk](mailto:childscreening@leeds.gov.uk)

Emergency Duty Team (Out of hours) 0113 5350600

Email: [childrensEDT@leeds.gov.uk](mailto:childrensEDT@leeds.gov.uk)

Prevent Team 0113 5350810

Email: [prevent@leeds.gov.uk](mailto:prevent@leeds.gov.uk)

LADO service 0113 3789687

Email: [lado@leeds.gov.uk](mailto:lado@leeds.gov.uk)

Leeds Schools Crisis line 0113 3783645

Teaching Regulatory Authority

Email: [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Disclosure Barring Service 01325 953 795

Email: [dbsdipatch@dbsgsi.gov.uk](mailto:dbsdipatch@dbsgsi.gov.uk)

## APPENDIX B

### Cause for Concern form

After completing the form, scan and immediately email to [lesley.wood@gatewaysschool.co.uk](mailto:lesley.wood@gatewaysschool.co.uk) and put original paper copy in blue cardboard wallet in DSLs pigeonhole

Name of child:	Class /Tutor group:
Name of staff member completing form:	Date completed:
	Time completed:
Day: (of observed behaviour / discussion / disclosure)	Date: Time: Place:
Do not interpret what is seen or heard, simply record the facts. Record child's word verbatim. Describe concern/incident. Include who was involved, when it happened, nature of incident, relevant background information. Describe behaviour or physical signs.	
Signed:	
Form passed to:	Signed (DSL):



## APPENDIX C

### Other Useful Contacts

Child line <a href="http://www.childline.org.uk">www.childline.org.uk</a>	0800 1111
NHS <a href="http://www.nhs.uk">www.nhs.uk</a> <a href="http://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips">www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips</a> <a href="http://www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/">www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/</a>	111
GOV.UK <a href="http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing</a>	
Mental Health Foundation <a href="http://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak">www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak</a>	
Mindmates <a href="http://www.mindmate.org.uk/">www.mindmate.org.uk/</a>	
Chathealth - Text service <a href="https://www.healthforteens.co.uk/health/about-chathealth/">https://www.healthforteens.co.uk/health/about-chathealth/</a>	07520 619750
The Market Place in Leeds <a href="https://www.themarketplaceleeds.org.uk/">https://www.themarketplaceleeds.org.uk/</a>	
Young Minds <a href="https://youngminds.org.uk/">https://youngminds.org.uk/</a>	
Mindfulness at Headspace <a href="https://www.headspace.com/">https://www.headspace.com/</a>	