



AMENDED

COVID-19 arrangements for safeguarding and child protection at Fitzwaryn School & Kingfisher School

School name: Fitzwaryn School & Kingfisher School/Propeller Academy Trust

Policy owner: Chris Slatter & Kate Downes

Date: 08.03.2021

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Date shared with staff: March 2021

Adapted by Alison Beasley, Designated Officer and Manager of the
Education Safeguarding Advisory Team

With thanks to Louis Donald, Trust Safeguarding Manager at the Stowe Valley Multi
Academy Trust and Andrew Hall , <https://www.safeguardingschools.co.uk/andrew-hall>

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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1. Context

On Monday 22nd February 2021, The Prime Minister announced the government’s roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

Fitzwaryn School & Kingfisher School will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).¹

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We 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 coronavirus.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

This addendum of the Fitzwaryn School & Kingfisher School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements.

2. Key contacts – Fitzwaryn School

Role	Name	Phone	Email
Designated Safeguarding Lead (DSL)	Chris Slatter	01235 764504	c.slatter@fitzwaryn.oxon.sch.uk
Headteacher	Stephanie Coneboy	01235 764504	Head.7027@fitzwaryn.oxon.sch.uk
Deputy Designated Safeguarding Lead (DDSL)	Stephanie Coneboy Tracy Gardiner Becky Broomfield Tracey Stratton Clair Taylor Jane Pierce	01235 764504	Head.7027@fitzwaryn.oxon.sch.uk t.gardiner@fitzwaryn.oxon.sch.uk r.broomfield@fitzwaryn.oxon.sch.uk coo@propellertrust.org c.taylor@fitzwaryn.oxon.sch.uk j.pierce@fitzwaryn.oxon.sch.uk
Chair of governors/ trustee	Julie Mabberley/Gay Campbell	01235 764504	j.mabberley@fitzwaryn.oxon.sch.uk
Safeguarding governor/ trustee	Marion Evans/Dylan Thomas	01235 764504	m.evans@fitzwaryn.oxon.sch.uk

2. Key contacts – Kingfisher School

Role	Name	Phone	Email
Designated Safeguarding Lead (DSL)	Kate Downes	01235 555512	Kate.downes@kingfisher.oxon.sch.uk
Headteacher	Lorraine Wilson	01235 555512	headteacher@kingfisher.oxon.sch.uk
Deputy Designated Safeguarding Lead (DDSL)	Lorraine Wilson Lorraine Green Tracey Stratton	01235 555512	headteacher@kingfisher.oxon.sch.uk Lorraine.green@kingfisher.oxon.sch.uk coo@propellertrust.org
Chair of governors/ trustee	Sam Shepherd / Gay Campbell	01235 555512	Governor.shepherd@kingfisher.oxon.sch.uk
Safeguarding governor/ trustee	Cynthia Bartlett/ Dylan Thomas	01235 555512	Governor.bartlett@kingfisher.oxon.sch.uk

3. Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989², 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.

Fitzwaryn School & Kingfisher 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: Chris Slatter / Kate Downes

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Fitzwaryn School / Kingfisher School will explore the reasons for this directly with the parent. We will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

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

Fitzwaryn School / Kingfisher School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

² <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

4. Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)³ for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction⁴ will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

The attendance data will also be shared with the Local Authority attendance team Attendance@oxfordshire.gov.uk.

³ <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

5. Designated Safeguarding Lead

Fitzwaryn School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Chris Slatter

The Deputy Designated Safeguarding Leads are: Stephanie Coneboy, Tracy Gardiner, Becky Broomfield, Clair Taylor, Tracey Stratton and Jane Pierce.

Kingfisher School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Kate Downes

The Deputy Designated Safeguarding Leads are: Lorraine Wilson, Lorraine Green and Tracey Stratton

A member of the DSL team will always be available during school hours. 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 designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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 our staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

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

6. 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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead and the Headteacher. 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 continue to follow our normal procedures and alert the headteacher immediately. The headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as details in our main policy. 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: Julie Maberley/ Sam Shepherd.

7. Safeguarding training and induction

All DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>

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 our 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 (which will be similar to their current setting if an Oxfordshire school), confirmation of local processes and confirmation of DSL arrangements.

8. 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, Fitzwaryn School & Kingfisher 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 our 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.

Fitzwaryn School & Kingfisher 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, in line with advice from the LADO where appropriate.

Fitzwaryn School & Kingfisher School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the IRA'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, Fitzwaryn School & Kingfisher school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools and colleges

Fitzwaryn School & Kingfisher 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.

10. Children and online safety aware 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.

Fitzwaryn School & Kingfisher 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:

- 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, 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 Fitzwaryn School & Kingfisher School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

All staff at Fitzwaryn School & Kingfisher School will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

11. Supporting children not in school

Fitzwaryn School & Kingfisher School are 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.

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

Fitzwaryn School & Kingfisher School and their DSLs 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 and social media pages.

Fitzwaryn School & Kingfisher School recognise 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 our school need to be aware of this in setting expectations of pupils' work where they are at home.

Fitzwaryn School & Kingfisher 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.

12. Supporting children in school

Fitzwaryn School & Kingfisher School are committed to ensuring the safety and wellbeing of all its students.

Fitzwaryn School & Kingfisher 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.

Fitzwaryn School & Kingfisher 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 other measures to limit the risk of spread of COVID19.

13. Peer on peer abuse

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 multi-agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded, and appropriate referrals made.

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.

If staff are working from home, they will be asked to email Chris Slatter / Kate Downes confirming the above.

Fitzwaryn School – c.slatter@fitzwaryn.oxon.sch.uk

Kingfisher School – office@kingfisher.oxon.sch.uk