

Plymstock School - Annex A- Child Protection Policy

COVID-19 school closure arrangements for Safeguarding and Child Protection at Plymstock School

- Policy owner: Plymstock School
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1.0 Context

This annex A has been developed in response to and aligned to 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> published 27th March 2020.

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers **critical to the COVID-19 response** - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children –

- **children who are vulnerable** (see para 2), and
- children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This annex A of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA. This annex of the Safeguarding and Child Protection policy will also be reviewed should school play 'host' to a collapsed provision or direct pupils/staff to a 'cluster' school. The review will then consider any information about 'hub' working issued by the DfE, and consideration will be made on e.g. the sharing of vulnerable pupil information, the reporting of concerns and updating of safeguarding files.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their DSL team or school leaders if further clarification is required. All staff should continue to have access to the Child Protection policy, Code of Conduct and KCSiE 2019 where further details and information can be found.

The schools' safeguarding team (DSL, Safeguarding Governor etc) and their contact details can be found in the main body of the School's Safeguarding Policy. Changes to the DSL and DDSL during these exceptional circumstances can be found in para 3 of this annex. Any changes will be shared with all staff and volunteers of the school.

Pages 10 and 11: Appendix 1, Describes The current school position and local advice

2.0 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 plans (EHCPs). 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 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.

Plymstock 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. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead persons for this will be: Leeshia Walton (DSL) & Wil Sprenkel (Deputy Headteacher with responsibility for LAC)

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 school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Plymstock School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if needed.

Pages 12 and 13: Appendix 2 Describes procedures for how Plymstock School is Identifying vulnerability

2.1 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. Key staff and social workers will agree with parents/carers whether children in need and those on CP should be attending school – we will then follow up on any pupil that they were expecting to attend, who does not. Plymstock 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.

Plymstock School will complete a return online so the DfE can monitor who is in school and who isn't by midday everyday https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The LA has a duty to monitor vulnerable children's attendance and Plymstock School will be completing the necessary spreadsheets and returning to their respective LA daily, to the following address **schoolsorganisation@plymouth.gov.uk**.

2.2 How will this look in our school?

To support the above, Plymstock School 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, Plymstock School will notify their social worker.

Pages 14: Appendix 2, Describes Attendance Procedures

2.3 Those vulnerable children not attending school

Those vulnerable children who are not attending school will be contacted on a regular basis so that school are satisfied that they are safe. School will follow LA guidance linked with the Vulnerable Pupil Risk Assessment and accompanying letter along with that from other agencies working with the pupil and family.

Pages 12 and 13: Appendix 2 Describes procedures for how Plymstock School is Identifying and monitoring vulnerable children

2.4 New children at the school

Where children join our school from other settings, we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely **before** the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

3.0 Designated Safeguarding Lead (DSL)

Plymstock School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. During this extra ordinary situation their contact details are as follows:

Role	Name	Contact Number 1	Contact Number 2	Email
Designated Safeguarding Lead	Leeshia Walton	07950336841		safeguarding@plymstockschool.org.uk
Deputy Designated Safeguarding Lead	Tamsin Summers	07534001243		tsummers@plymstockschool.org.uk
Deputy Designated Safeguarding Lead	Sam Smith	07398091180		ssmith@plymstockschool.org.uk
Deputy Designated Safeguarding Lead	Sophie Harris	07581293994		sharris@plymstockschool.org.uk
Deputy Designated Safeguarding Lead	Claire Offer	07951672691		coffer@plymstockschool.org.uk

Additional Deputy DSLs are:

Rob Pearsall Headteacher: rcpearsall@plymstockschool.org.uk

Wil Sprenkel, Deputy Headteacher: wsprenkel@plymstockschool.org.uk

3.1 DSL cover in school

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 records 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.

The school's approach ensures the DSL or a deputy is always on site while the school is open. In the unusual circumstance this is not possible the DSL or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise that they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

3.2 Informing staff

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, Plymstock School will inform all staff and volunteers of changes to the details above.

Therefore, 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 or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.

Staff will continue to follow the Child Protection procedure and advise the safeguarding lead immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

4.0 Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be **done remotely telephone in the first instance** and subsequently by an email. Staff should email: safeguarding@plymstockschool.org.uk and cc in the DSL. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. Where email is used as a last resort as a primary method of reporting a safeguarding concern, the individual member of staff reporting the concern must follow up with a telephone call to the Designated (Deputy) Safeguarding Lead, Headteacher or Safeguarding contact.

Telephone numbers of the Designated (Deputy) Safeguarding Leads are contained in sub section 3.0 of this annex and in addition, the email contacts of the additional, Designated (Deputy) Safeguarding including the Headteacher.

The Designated (Deputy) Safeguarding Lead, Headteacher or Safeguarding contact will send an email back to the reporter confirming; both the telephone conversation and that they have received, read, understood the report and that appropriate action is being taken. The members of staff reporting the concern remain responsible for satisfying themselves that this has happened.

This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

All staff should refresh themselves of the contact details for their local children's social care service (**Gateway 01752 668000 / out of hours 01752 346984 email: gateway@plymouth.gov.uk**)

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

Children's Services Plymouth Gateway: 01752 668000 9-5pm. Out of hours, weekday or weekends contact **01752 346984**. Alternatively, email gateway@plymouth.gov.uk

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure, available here: **LADO Marie Partridge: 01752 306758** marie.partridge@plymouth.gov.uk; alternatively the [PSCB Escalation and Resolution Policy 2019](#) should be followed.

4.1 Reporting a concern about an adult/the HT

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. 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 immediately.

Concerns around the Headteacher should be directed for the attention of the Director of Secondary/Primary School Improvement or the CEO care of admin@westst.org.uk

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged **LADO Marie Partridge: 01752 306758** marie.partridge@plymouth.gov.uk .

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address Misconduct.Teacher@education.gov.uk.

5.0 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 have or will miss their refresher training. All existing school staff who have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019), are similarly likely to not receive whole staff training during this time. DSLs should therefore communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction as identified in Plymstock School's safeguarding policy (section 7) and Recruitment & Selection Policy/Code of Practice.

Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.

The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).

When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.

The school will update the Single Central Record of all staff and volunteers working in the school, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by Gail Buckler, PA to the Headteacher who is working remotely at home. In the event staff need to make a journey into school to update the SCR during lockdown and social distancing, the SCR would be updated by Julia Crookston, Business Manager or Rob Pearsall, Headteacher.

5.1 New staff or volunteers

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure. If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a [written risk assessment](#) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

New starters, Gail Buckler will: for new starters with a satisfactory cleared DBS organised by Plymstock School

- Contact New Starter by telephone explaining New Starter protocol and requirements
- Add New Starter to **Hays Safeguarding and Health & Safety** Training and monitor for completion before agreed start date.
- Email New Starter with Staff folder information, issued to every Teaching/Support Staff* - to include Keeping Children Safe in Education, Plymstock School's Safeguarding and Child Protection policy, WeST Code of Conduct* and ICT Code of Conduct*.
- Email confirmation of discussion held during telephone call and include a request for a written reply from the New Starter before expected start date of the following: confirm receipt of and have or will read Staff Folder information; agrees/complies with WeST Code of Conduct/ICT Code of Conduct* (paper copies and signatures to be obtained when in school).

6.0 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, Plymstock 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 Plymstock 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. Plymstock 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. Plymstock 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, Plymstock School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Where staff are required to work in schools that are not their normal place of work, senior leaders 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

There is no requirement to list such individuals in the school's SCR, unless leaders choose to do so as long as such written confirmation is received. School will retain this evidence until such time as the current restrictions on schools are lifted and in line with our current data and information, retention policies.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust or Federation HR Manager or equivalent senior leader that the member of staff has received appropriate safeguarding training and all pre-employment safeguarding requirements are in place.

Upon arrival, they must have access to a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details.

7.0 Online safety in schools and colleges

Plymstock 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.

7.1 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 or suffering abuse. 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, to the police. Online teaching should follow the same principles as set out in the code of conduct.

Plymstock 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, unless as a result of risk assessments confirmed with the Headteacher.
- 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.
- 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 agreed by school leaders
- Staff should record the length, time, date and attendance of any sessions held.

Pages 15 and 16: Appendix 4, Describes Plymstock School full guidance to managing Risk online

7.2 Online safety at home

School will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow.

8.0 Supporting children not in school

Plymstock School is committed to ensuring the safety and wellbeing of all its children. 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 (if appropriately risk assessed). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

Plymstock School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed regularly (weekly) 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. Plymstock 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 and carers

All staff at Plymstock School need to be aware of this in setting expectations of pupils' work where they are at home. Plymstock 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. Plymstock School is committed to ensuring the safety and wellbeing of all its students. We 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. Plymstock School will continually refer to the most recent 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. Where staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they discuss them immediately with senior leaders.

9.0 Peer on Peer Abuse

Plymstock 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 and appropriate referrals made.

A reported issue; staff will follow our Standard Operating Procedure within our Behaviour Policy and Parental Communication Guide – updated November 2019

Procedures will be adapted, as staff will have no ability to communicate face-to-face or enable resolution meetings where these would have been appropriate.

A member of our pastoral team will make contact with the parents of students involved and take steps to resolve the peer-on-peer abuse.

Where school staff are not able to resolve issues of peer-on-peer abuse by remote communication due to social distancing. School staff will notify relevant agencies dependent on the severity and nature of the peer-on-peer abuse. This could include the police and children's social care.

Appendix 1: The current school position and local advice

The current school position

Plymstock School and all WeST schools are now closed for the foreseeable future. Following the government announced on Wednesday 18th March that all schools would close at the end of the school day on Friday 20th March until further notice.

However, the government has also determined that some schools, where possible, would reopen on Monday 23rd March to provide 'Edu-care' for the children of 'key workers and (those who are) vulnerable'.

Schools and colleges are the last resort, open only for emergency provision for key/critical workers and vulnerable students when there is no alternative option Parents should keep their children at home if at all possible. The emphasis has been put on the fact that 'staying at home saves lives'.

Distance Learning

All other students are completing distance learning now that they are at home and complying with social distancing measures.

Week Commencing Monday 23 March to Friday 27 March - Plymstock School 'Edu-care'

Edu-care is a provision we have been asked to put in place in schools, it is supervision, not teaching. Classes have mixed aged groups and will be supervised by a combination of teachers, TAs and other school staff who are available during the week.

We will provide provision for vulnerable students and children of key/critical workers who have no alternative childcare provision.

Week commencing Monday 30 March - Easter Provision WeST 'Edu-care'

WeST Schools have pulled together to provide 'Edu-care' over the Easter break. In doing so we have adopted a 'hub' approach given the significant number of staff who are self-isolating or ill. This provision is again for all eligible parents; parents are again asked to carefully consider the government's first line of advice – that if your children can be looked after safely at home, then they should be. Home is the safest place for everyone right now, and the fewer children we have in school, the lower the risk of infection being spread to staff, children and our families, and of us being unable to continue delivering this provision.

Week commencing Monday 13 April – Onwards

WeST Schools have continued to provide 'Edu-care' at a single school location.

Local advice:

COVID-19 Children with special educational needs and/or disabilities

<https://www.plymouthonlinedirectory.com/covid19/send>

Special Educational Needs and/or Disabilities (SEND)

You can find information about support for families, children and young people with SEND on [Plymouth's Local Offer](#). There is also a specific section on the local offer that provides information and updates about the Coronavirus (CPVID-19).

If you have questions you can contact [Plymouth Information, Advice and Support for SEND \(PIAS\)](#).

If you have a specific question or concern about your child you can email us at schoolorganisation@plymouth.gov.uk

The Department for Education has a helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows:

- Phone: 0800 046 8687
- Email: DfE.coronavirushelpline@education.gov.uk
- Opening hours: 8.00am to 6.00pm (Monday to Friday)

COVID-19 Children in the Care of Local Authority (LAC)

You can find information about support for families on Plymouth's local government website. There is also a specific section on the local offer that provides information and updates about the Coronavirus (CPVID-19).

If you have questions you can contact the virtual school team:

Email virtualschoolteam@plymouth.gov.uk or call 01752 307009

If you have a specific question or concern about your child you can email us at schoolorganisation@plymouth.gov.uk

The Department for Education has a helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows:

- Phone: 0800 046 8687
- Email: DfE.coronavirushelpline@education.gov.uk
- Opening hours: 8.00am to 6.00pm (Monday to Friday)

Appendix 2: Identifying vulnerability

We have undertaken a scoping exercise to identify the most vulnerable children. The database app **CPOMS system** has been used to identify the vulnerable children. A database has been collated using a **RAG rating system** to denote the level of vulnerability. All safeguarding level 3 officers have secure access to this database and to CPOMS offsite (externally) to ensure the safety of the students. A contact system has been implemented by telephone, email or text to make regular contact with the parents/carers of the students. The level of vulnerability will denote how many contacts are made to parents each week. We have put in place specific arrangements in respect of the following groups:

- **Looked After Children** – All foster carers have given the direct phone number of a Safeguarding officer and have received email and phone contact. This will continue each week. Contact has been made with each Social Worker to ensure they are aware of and supportive of arrangements for our LAC.
- **Previously Looked After Children** These families have been contacted by a member of the pastoral/SEN team and given contact details, plus offers of additional support. Where there is a need for greater contact, they have been added to the RAG list for more frequent contact.
- **Children subject to a child protection plan** – RAG rated as Red. Contact is made with parents/carers twice weekly term time. Once a week during the holidays during Covid-19. Designated DSL mobile numbers given to parents/carers.
- **Children who have, or have previously had, a social worker** – RAG rated as amber. Contact is made with parents/carers twice weekly term time. Once a week during the holidays during Covid-19. There is an expectation that children with a social worker **must** attend school (or another school by arrangement), unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.
- **Children with an EHCP** – All families have been contacted with offers of support, both by SENCO and SEN team leader. Weekly contact will continue and differentiated work is being provided for students who are on a reduced or bespoke timetable.
- Many of the **students supported by the SEN department** fall within high risk groups and our priority is to protect them by following the advice by PHE and other government agencies. We will work in consultation with parents and other agencies supporting our students to ensure that we provide the best possible care and access to education during the school closure. We will:
 - Continue to set accessible and differentiated work to the best of our ability, for those students who receive a significant amount of curriculum input from the SEN department. This includes both the ASDAN group, the Intervention groups in Year 7 and other students on reduced timetables who access the Den, including KS4 students who require significant support. A large proportion of this work was sent home with students before the closure to reduce the need for IT access, which presents an additional challenge for some of our students.
 - Ensure that Teaching Assistants remain available to support students remotely with work and to Teaching colleagues with differentiation of resources, where IT and circumstances allow. We have conducted an audit of the IT and resources available to TAs at home and planning how best to support them to keep working remotely.
 - TAs will be directed to work across their usual year team and liaise via Team Leaders with the teachers of the classes they support.
 - In some cases, TAs may be allocated to support a specific student and will be given the resources and web resources to do so.
 - The SENCO, Assistant SENCO and Team Leaders will remain available via email to signpost and direct parents to groups and agencies who can support them, and pass on information received from PHE.
 - All parents, including those of students on the Pre-SENDS register, have been contacted by the SENCO to outline our proposed provision and to pass on contact details.

- **Children on the edge of social care involvement or pending allocation of a social worker** – RAG rated as amber. Contact is made with parents/carers twice weekly term time. Once a week during the holidays during Covid-19. Where required these children will be offered a place at school (or another school by arrangement).
- **Other children the school considers vulnerable.** RAG rated as green. Initial contact is made then further contact during term time of once a week as arranged with parents/carers. More children may be added to this group in response to concerns raised with the DSL. These children can be offered care at school if required.

Each of these children has an individual plan which has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups have specific arrangements around contact and support from the school.

- **Children of key workers who may attend school**
 - The children of key/critical workers have been specifically contacted by Liz Monelle – Assistant Headteacher.
 - Along with the Headteacher, DSL and other senior staff the school will monitor, review and liaise daily with the team of staff facilitating the WeST Edu-care HUB. To ensure the daily register is accurate and the parents of those students who are absent without prior notification are contacted to ensure they are safe and well.
 - Liz Monelle will, with the DSL and Headteacher, monitor those attending and provide additional places for the parents of critical workers as the need arises. If you have not received this information and need assistance during this time, please email emonelle@plymstockschool.org.uk.
- **Children at home** – in addition to RAG system detailed above:
 - All students who are at home complying with social distancing are completing ‘**distance learning**’ <https://plymstockschool.org.uk/distance-learning/>
 - Arrangements for parents to contact school staff can be found on page 26 in the following document: Distance Learning Parents Guide March 2020 <https://plymstockschool.org.uk/wp-content/uploads/2020/03/Distance-Learning-Parent-Guide-March-2020.pdf>
 - Members of our Pastoral Team are making specific phone calls to contact parents where students fail to login and access the work that has been set on Show My Homework.
 - **Parental Communication** – Full details are contained on our website page ‘Communicating with Plymstock School’ <https://plymstockschool.org.uk/communicating-with-plymstock-school/>
 - A copy of **Parental Communication Guide – updated November 2019** can be found on that page <https://plymstockschool.org.uk/wp-content/uploads/2019/11/19-20-parent-communication-guide-updated-November-2019.pdf>
 - The page also contains an automated link at the bottom to our ‘**Contact link**’ <https://plymstockschool.org.uk/contact/>, this email inbox is monitored daily and can be used by parents in addition to our MyEd App as a way of communicating messages as the school is now closed.
 - **Safeguarding Advice** for the parents of children studying at home can be found on our Safeguarding website page <https://plymstockschool.org.uk/parent-safeguarding-advice/>
 - An additional safeguarding referral form ‘Safeguarding Concern Contact’ is available on our ‘distance learning’ page <https://plymstockschool.org.uk/distance-learning/>

[Specific arrangements around contact and support from the school for the **children of key workers who may attend school** and **children at home** will be reviewed during monitoring. The RAG level of vulnerability will denote how many contacts are made to parents each week, see **bullet on ‘Other children the school considers vulnerable’**](#)

The plans in respect of each child in these groups should state how often they are to be reviewed.

Appendix 3: Attendance Procedures

The school is following the [attendance guidance issued by government](#).

- Where a child is expected and does not arrive the school will follow our attendance procedure and make contact with the family.
- If contact is not possible by 9:30am, the DSL must be informed.
- The DSL will attempt a range of methods to contact the parent (Skype, FaceTime, through a relative etc) but if necessary arrange a home visit by the school or another appropriate agency.
- A risk assessment will be undertaken to consider manage the implications of COVID-19 alongside other risks perceived to the child.
- The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.
- The school will also refer to the EWO if contact proves impossible with children at home.
- Home visits will only be considered following consultation between PCC Children's Services Staff, the Headteacher and the DSL where:
 - school staff have identified that there are children where checks in addition to those by telephone may need to be undertaken by attendance at the family house.
- PCC Children's Services have prepared the following documents for all their staff who are frontline workers:
 - COVID 19 Safe Ways of Working and Home Visit Guidance
 - COVID 19 Home Visit Risk Assessment
- A risk assessment for a home visit will be completed by EWO and school staff following guidance from Plymouth CC.
- Plymstock School Staff and PCC Children's Services Staff are required to follow this guidance when planning for contact with families, and a visit to a home cannot be undertaken before the Home Visit Risk Assessment has been approved.

Appendix 4: Plymstock School full guidance to managing Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of [cyberbullying](#) and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure [appropriate filters and monitors are in place](#)
- Our governing body will [review arrangements](#) to ensure they remain appropriate
- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly. The following specific advice should be followed by all staff in addition to standard procedures in relation to: **Communication with children (including the use of technology)** This means that staff should:
 - not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work.
 - not give out their personal details.
 - use only the equipment and internet services provided by the school or setting, unless school policies state otherwise.
 - only use internet-enabled personal devices in line with school acceptable use policies
 - follow Plymstock School / WeST acceptable use policy and online safety guidance.
 - ensure that their use of technologies could not bring their employer into disrepute.
 - not discuss or share data relating to children/ parents / carers in staff social media groups.
 - Plymstock School will wherever possible, provide school devices such as cameras and mobile phones rather than expecting staff to use their own (e.g. attendance and safeguarding phone calls)
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families. Specific guidance has been given to staff and communicated to parents/carers within distance learning guides for parents/carers and students:
 - **Communication between staff, students and parents should be through the use of Show My Homework or the school email system only**; remembering that any questions or feedback between staff, parents and students should be in the exact same professional manner that would take place in a normal face-to-face lesson for students or in the usual manner for parents.
 - If parents or students have any questions regarding the work that has been set these should be directed to the relevant Head of Department who will inform the class teacher.
 - Email addresses can be found on the website and in parental and student guides to distance learning.
 - Parents/carers and students have been asked to remember that staff are operating on a normal working day and not to expect immediate responses to any communication made, staff are also working in unfamiliar circumstances and teach many students.
 - Any safeguarding concerns should be addressed to the Designated Safeguarding Lead (DSL) at the following email address: lwalton@plymstockschool.org.uk. A direct link is also available in the 'contacts section' of MyEd.
- Staff have read the [20 safeguarding considerations for livestreaming](#) prior to delivering any livestreamed sessions.
- Re. The use of programmes such as 'zoom' to provide students with live video conferencing from home.
 - Whilst we appreciate that for some subjects this may be very useful, but the reality is that using them on home device is not something that we would want staff to do at this present moment. Many of these packages are designed to run on a school

- system with all the security that this provides. Use at home may leave staff open to potential GDPR and safeguarding breaches.
- Staff should continue to communicate with students through the school email system and SMHW.
 - Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
 - Parents and carers have received information about: keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
 - [Internet matters](#) - for support for parents and carers to keep their children safe online
 - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
 - [Net-aware](#) - for support for parents and carers from the NSPCC
 - [Parent info](#) - for support for parents and carers to keep their children safe online
 - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
 - [UK Safer Internet Centre](#) - advice for parents and carers
 - Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

This policy was initially remotely approved by Governors on 30 March 2020 and is available on the school website at <https://plymstockschool.org.uk/school-policies/>

It was amended and incorporated with a WeST/Babcock Policy on 20 April 2020