

**Annex 1**

**COVID-19 school lockdown arrangements for  
Safeguarding and Child Protection.**

**Christopher Whitehead Language College and  
Sixth Form**

**January 2021**

## **1. Context**

On January 5<sup>th</sup>, 2021 another national lockdown was imposed. CWLC&SF will remain open to vulnerable children and children of critical workers only. All other children and students will learn remotely until February half term.

CWLC&SF will continue to follow DfE COVID guidance.

### **Safeguarding and designated safeguarding leads**

**CWLC&SF will continue to comply with the guidance in the document Keeping Children Safe in Education.**

**CWLC&SF** will ensure that a DSL or DDSL will be on site where possible, however, in some circumstances a trained DSL (or deputy) from the school will be available to be contacted via phone or online video, for example working from home

Where a trained DSL (or deputy) is not on site or unavailable, a senior leader will take responsibility for coordinating safeguarding on site.

### **Contact details for reporting to Public Health**

For COVID19 enquiries CWLC&SF will contact:

Worcestershire County Council Public Health Team  
Email: [WCChealthprotection@worcestershire.gov.uk](mailto:WCChealthprotection@worcestershire.gov.uk)  
Tel: 01905 845491

For notification of suspected cases:

On-line notification:

<https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation>

For notification of confirmed cases:

Worcestershire County Council Local Outbreak Response Team (LORT)

Monday-Sunday 0900-1800

Email: [WCChealthprotection@worcestershire.gov.uk](mailto:WCChealthprotection@worcestershire.gov.uk) Please add to the subject line "CWLC&SF - positive case confirmed"

Tel: 01905 845491

You can find all our procedures and guidance on the management of suspected cases, management of confirmed cases and arrangements for management of a

possible outbreak on our website: Coronavirus (COVID-19) Public Health guidance for settings

This annex of the school's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children and critical workers
3. Attendance monitoring
4. Designated Safeguarding Lead
5. Reporting a concern
6. Safeguarding Training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Supporting children in school

#### Key Contacts:

| Role  | Name   | Email  |
|---|--|--|
| <b>Designated Safeguarding Lead</b>         | <b>Neil Morris</b>   | <a href="mailto:n.morris@cwlc.email">n.morris@cwlc.email</a>   |
| <b>Deputy Designated Safeguarding Leads</b> | <b>David Farmer<br/>Emma Kyte<br/>Debbie Evans<br/>Matthew Mobberley</b> | <a href="mailto:d.farmer@cwlc.email">d.farmer@cwlc.email</a><br><a href="mailto:e.kyte@cwlc.email">e.kyte@cwlc.email</a><br><a href="mailto:d.evans@cwlc.email">d.evans@cwlc.email</a><br><a href="mailto:m.mobberley@cwlc.email">m.mobberley@cwlc.email</a> |
| <b>Headteacher</b>                          | <b>Neil Morris</b>   | <a href="mailto:n.morris@cwlc.email">n.morris@cwlc.email</a>   |
| <b>Inclusion Manager</b>                    | <b>Debbie Evans</b>  | <a href="mailto:d.evans@cwlc.email">d.evans@cwlc.email</a>   |

#### Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a Child Protection plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

All children and young people with EHCPs should be able to attend in-school provision during the lockdown however parent carers may choose for their child to remain at home during this period in which case they should receive remote learning. Risk assessments should be updated for children and young people with EHCPs whose parent carers do not choose to take up an onsite school place during the current lockdown. Schools should contact the SEND caseworker if they have any concerns about making the provision outlined in a child's EHCP through the provision of remote learning.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead and deputies, know who our most vulnerable children are. School will have the flexibility to offer a place to those on the edge of receiving children's social care support.

Vulnerable children and young people include those who:

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

- CWLC&SF 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. Lead staff include the school's Inclusion Manager and the designated teacher for Looked After Children.
- There is an expectation that vulnerable children who have a social worker will attend school. School will be notified if a child has had to self-isolate, either through the child having a confirmed case of COVID or is in a school bubble that has had to collapse.
- Discussion will take place should parents register concerns about the risk of the child contracting COVID19. School leads and/or the social worker will discuss anxieties with the parent/carer following the advice set out by Public Health England.
- CWLC&SF will encourage our vulnerable children and young people to attend school or access remote learning where necessary.

## **Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors as outlined by the government. Children with at least one parent or carer who is a critical worker may attend school if required. Parents and carers should keep their children at home if they can.

CWLC&SF 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.

There is an expectation that vulnerable children who have a social worker will attend an education setting, will be notified if a child has had to self-isolate, either through the child having a confirmed case of COVID or is in a school bubble, that has had to collapse in order to self-isolate for 10 days so long as they do not have underlying health conditions that put them at risk.

Where parents are concerned about the risk of the child contracting COVID19,

CWLC&SF or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England and will encourage our vulnerable children and young people to attend school, including remotely if needed.

## **Attendance monitoring**

CWLC&SF will inform social workers if a child is not able to attend school due to COVID.

To support the above, 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 attendance discontinues, school will notify their social worker.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. Concerns around the Headteacher should be directed to the Chair of Governors. All concerns must be reported to the Local Area Designated Officer (LADO).

## **Safeguarding Training and induction**

Deputy Safeguarding Leads will be able to access DSL training either virtually or face to face and all DSLs will continue to access training updates.

All existing school staff have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). Revised local arrangements will be communicated to staff by the DSL or deputies.

Where new staff are recruited, or new volunteers enter CWLC&SF, a safeguarding induction will be provided.

## **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, CWLC&SF will continue to follow the relevant safer recruitment check.

## **Online safety in schools**

CWLC&SF will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

## **Children and online safety away from school**

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. All 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. If children are sent home to self-isolate due to a break-down in school bubbles, online safety procedures will continue to be followed.

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

Below are some of the things to consider when delivering virtual lessons, particularly where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms, and the background should 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 that of any family members in the background.
- Staff must only use platforms provided by the school to communicate with students
- Staff should record the time, date, length and attendance of any sessions held.

- [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 careers 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](#)

### **Supporting children not in school**

CWLC&SF is committed to ensuring the safety and wellbeing of all its students. Students on the edge of social care support, or who would normally receive pastoral support in school, will have a robust communication plan in place. All details of communication with the student and/or family will be recorded.

Communication arrangements may include remote contact, telephone contact and doorstep visits. Other individualised contact methods may be considered and recorded.

The DSL and relevant staff will work closely with all stakeholders to maximise the effectiveness of any communication plan. Plans 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.

CWLC&SF recognises that school is a protective factor for children and young people, and that the current circumstances can affect the mental health of pupils and their parents/carers. Teachers are aware of this and will apply this knowledge and understanding when setting home learning tasks.

### **Supporting children in school**

CWLC&SF is committed to ensuring the safety and wellbeing of all its students. The school will ensure that appropriate support is in place for children of critical workers and vulnerable children whilst on site and 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 student ratio numbers are adequate in order to maximise safety. Concerns about the impact of staff absence will be discussed at senior level and will be addressed appropriately.