**Addendum: COVID-19 School Closure arrangements for Safeguarding and Child Protection – 31st March 2020**

**1. Context**

From 18th March 2020 the UK Government informed parents/carers that they 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, vulnerable students and children who would be unsafe to stay at home.

This addendum of Tudor Park Education Trust’s Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

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**Vulnerable Children**

At Tudor Park Education Trust, we have identified vulnerable children including:

* those who have a social worker and those children and young people with education, health and care (EHC) plans
* those who have a social worker including children who have a Child Protection Plan or Child in Need Plan
* those who are looked after by the Local Authority.
* those children who are supported by our Centres, or who are working closely with our pastoral teams
* a child may also be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989

Young people with an EHC plan have and will continue to be risk-assessed in consultation with their respective schools, Hounslow SEN and parents/carers, to decide whether they can safely have their needs met at home. This could include, if necessary, therapists or clinicians working remotely or 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. However, it should be noted additional arrangements have been made for all students eligible for Free School Meals as well as those on Pupil Premium.

Senior leaders, especially the Designated Safeguarding Lead (and Deputies) 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. Tudor Park Education Trust 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.

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, or the rest of our school community, at risk. In circumstances where a parent / carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and The Trust will explore the reasons for this directly with the parent/carer.

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

The Trust will encourage our vulnerable children and young people to attend school and or ensure they engage with remote / virtual learning.

**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. Instead, Springwest Academy and Logic Studio School, will report to the Local Authority and the DFE who attends school.

The Trust and social workers will agree with parents/carers whether children in need should be attending school. We will then follow up on any student that they were expecting to attend, who does not. We 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, The Trust regularly updates all emergency contact numbers that we have on SIMS and has a process during this period to make amendments. We will continue to ask for any additional emergency contact numbers where necessary.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

**Access to Designated Safeguarding Leads**

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.

The DSL and/or Deputies assume responsibility for co-ordinating safeguarding off-site by accessing systems remotely. This might include updating and managing access to My Concern, liaising with the off-site DSL (or Deputies) and 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 Trust staff have access to a trained DSL (or Deputy). Staff will be regularly reminded of the DSL (and Deputies) and their contact details through line management meetings and email communications.

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

**Supporting Children not in School**

Tudor Park Education Trust 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.

Referrals will continue to be made if necessary.

The pastoral and SEND teams in both schools have identified their vulnerable students and are in regular contact with both the young person and their carers. Should a concern further contact could include; remote contact, phone contact, door-step visits (although this is not recommended). Other individualised contact methods should be considered and recorded.

All communications are documented and reviewed regularly (daily) by pastoral leaders and the DSL. Where concerns arise, the DSL will consider any referrals as appropriate.

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

We recognise that school is a protective factor for children and young people and, in the current circumstances, can affect the mental health of students and their parents/carers.

Teachers across the Trust will be aware of this in setting expectations of students’ work where they are at home. Details of further resources and support helplines can be found at the end of this document.

We 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.

**Supporting Children in School**

Tudor Park Education Trust 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 CEO and Principals will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

We 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.

**Peer on Peer Abuse**

Tudor Park Education Trust recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where either of the schools receives a report of peer on peer abuse, staff will follow the principles as set out in part 5 of KCSIE and of those outlined within our Safeguarding policy.

The schools 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 on My Concern and appropriate referrals made.

**Staying in Touch with Families and Reporting a concern**

Tudor Park Education Trust will ensure that **all** families (not just those identified as vulnerable) have contact with a member of staff each week.

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 to the DSL. They should email the Designated Safeguarding Lead and Principal. This will ensure that the concern is received. Following training, they can use My Concern to make their report, which can be done remotely.

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 schools or off-site, they should contact the DSL and Principal immediately. Concerns around the DSL should be directed to the Principal. Concerns around the Principals should be directed to the CEO of Tudor Park. Concerns around the CEO should be direct to the Chair of Directors of Tudor Park.

Tudor Park Education Trust will continue to offer support in the process of managing allegations.

**Safeguarding Training and Induction**

DSLs training continues through virtual platforms.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). In addition, all staff will receive training on My Concern. The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

In the unlikely event, where new staff are recruited, or new volunteers enter Tudor Park Education Trust, they will 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 Tudor Park Education Trust’ Safeguarding policy, confirmation of local processes and confirmation of DSL arrangements.

**Online safety**

Tudor Park Education Trust will continue to provide a safe environment, including online. This includes the use of an online filtering system through IT access.

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

It is important that all staff who interact with children, including online or on the phone, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding policy and where appropriate referrals should still be made to Children’s Social Care and, as required, the Police.

**Online Teaching and Remote Learning Safety**

Online teaching should follow, where possible, the same principles set out in our school’s Teaching and Learning policy.

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

Live streaming video and audio is a potential safeguarding concern, so we are recommending asynchronous methods. For example, creating a video and using school email address to ask questions or discuss points afterwards. The risks involved in a live video can be mitigated by ensuring that a recording is saved in the cloud and is accessible by the DSL, Head of Department and/or Line Manager. This would give a recording to review if necessary.

All interactions between staff and students must happen using school email addresses and the tools provided through G-Suite. Audit logs allow us to monitor usage and access communication logs that relate to specific events, for example, Cyber Bullying.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

* No 1:1s, groups of three or more students only (unless delivered by a therapist)
* 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 where possible, or against a neutral background.
* The live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed. The recording facility should be tested beforehand.
* Live classes should be kept to a reasonable, pre-agreed 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 with a member of SLT to communicate with pupils. At this point this is google classrooms.
* If the lesson is live, staff should record the length, time, date and attendance of any sessions held. These will be scheduled according to an agreed timetable.

**Remote Learning**

Tudor Park Education Trust will continue to search for new and innovative ways for students to complete work remotely.

The Economist Foundation has launched a new weekly bulletin to share free resources for home-learning. Every Tuesday, they will be sending activities for discussing the news for children aged 9 to 14 years, designed for use by a child working alone or with a sibling, or for discussion as a family. Anyone can sign up to get the bulletin here:  
<https://economistfoundation.org/resources/>

Teach First have published a google document with lots of pointers for remote learning. It is regularly updated with contributions from all schools across the country.

<https://tinyurl.com/rank2rh>

Each of these tools will be risk assessed with safeguarding in mind.

This children’s guide to the coronavirus aims to answer questions, provide information about how to stay safe and protect other people, as well as helping them to make the best of their time at home: <https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus>