



# COVID-19 Addendum

## Arrangements for Safeguarding and Child Protection at the Ladock Hub

Ladock School  
Grampound Road School  
Grampound with Creed School  
Veryan School

May 2020

## Context

From 20th March 2020, parents were asked to keep their children at home, wherever possible; schools must remain open only for those children of key workers who are critical to the COVID-19 response and pupils who are deemed to be vulnerable.

This addendum will act as a supporting document, in line with the safeguarding and child protection policy which also contains details of our individual safeguarding arrangements.

## Version Control & Dissemination

This is version 3 of this addendum. It will be reviewed regularly and updated in line with the Department for Education advice and guidance. It is available on the school website and has been shared with staff.

## Safeguarding priority

During these challenging times, the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

## Current School Position

### Our Safeguarding Children Partnership

We continue to work closely with the OSCP; CCE will ensure this annex is consistent with their advice and updated accordingly.

### Key Contacts- Ladock Hub

Role	Name	Contact Info
Designated Safeguarding Lead	Chris Stoyles	<a href="mailto:ladock.head@celticcross.education">ladock.head@celticcross.education</a>
	Caroline Jarrett	<a href="mailto:grampoundwithcreed.head@celticcross.education">grampoundwithcreed.head@celticcross.education</a> <a href="mailto:veryan.head@celticcross.education">veryan.head@celticcross.education</a>
	Sarah Kennedy	<a href="mailto:grampoundroad.head@celticcross.education">grampoundroad.head@celticcross.education</a>
Deputy Designated	Mary Stevenson	<a href="mailto:mary.stevenson@celticcross.education">mary.stevenson@celticcross.education</a>

Safeguarding Lead	Elaine Milling Lizzie Molden	<a href="mailto:elaine.milling@celticcross.education">elaine.milling@celticcross.education</a> <a href="mailto:lizzie.molden@celticcross.education">lizzie.molden@celticcross.education</a>
Heads of School		
Ladock	Chris Stoyles	<a href="mailto:ladock.head@celticcross.education">ladock.head@celticcross.education</a>
Grampound Road	Sarah Kennedy	<a href="mailto:grampoundroad.head@celticcross.education">grampoundroad.head@celticcross.education</a>
Grampound with Creed	Executive Caroline Jarrett	<a href="mailto:grampoundwithcreed.head@celticcross.education">grampoundwithcreed.head@celticcross.education</a>
Veryan		<a href="mailto:veryan.head@celticcross.education">veryan.head@celticcross.education</a>
Chair of School Monitoring Council	Andrew Nicholson Ladock and Veryan  Tracey George Grampound Road Grampound with Creed	<a href="mailto:andrew.nicholson@celticcross.education">andrew.nicholson@celticcross.education</a>  <a href="mailto:tracey.george@celticcross.education">tracey.george@celticcross.education</a>
Chair of Directors	Peter Wootton	<a href="mailto:Peter.wootton@celticcross.education">Peter.wootton@celticcross.education</a>
Safeguarding Trustee	Mark Jewels	<a href="mailto:mark.jewels@celticcross.education">mark.jewels@celticcross.education</a>

## Vulnerable Pupils

Vulnerable children include those who have a social worker and those with Education Health Care Plans (EHCPs). Celtic Cross Education (CCE) have risk assessed all pupils deemed to be vulnerable and insisted, in line with government guidelines, that all pupils with a Child Protection Plan, those with Children in Need status, or with a named social worker, attend school; this includes those who are looked after by the Local Authority. **Those with an EHC plan have been risk-assessed to decide whether they need a school place in order to meet their needs. We recognise that many pupils needs can be safely met at home.**

Senior leaders, especially the Designated Safeguarding Lead (DSL), and Deputy Designated Safeguarding Lead (DDSL), know who our most vulnerable pupils are; each safeguarding team will continue to work with, and support, children's social workers to help protect vulnerable children. Communication continues with the local authority Virtual School Head (VSH) too, for those who are looked-after or previously looked-after children. The lead person for this continues to be the DSL, outlined in the grid above.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they/someone within their home does not have underlying health conditions. In circumstances where a parent does not want to bring their child to an education setting occur, and their child is considered

vulnerable, the social worker will be contacted immediately and, together with the DSL, the social worker will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Ladock Hub, or the social worker, will talk through these anxieties with the parent/carer, following the advice set out by Public Health England. Ladock Hub will encourage vulnerable children and young people to attend a school wherever possible.

### **Pupils with an Education Health & Care Plan (EHCP)**

CCE recognise the importance of upholding support and provision for pupils with an EHCP. Heads of School and SENCOs will risk assess pupils supported by an EHCP to decipher whether children can be cared for safely at home, whether it is essential for them to be at home (due to exposure when considering medical needs), or whether it is safer for them to attend school.

A risk assessment will include the 5 considerations outlined by the DfE and will take account of the SEND Risk Assessment Guidance. The document will determine individuals' level of risk and, as a result, what level of support or provision the pupil will be offered.

Risk-assessments will be regularly reviewed and adapted over time. They will include the contributions of those who support the child (teachers, Educational Psychologists, etc). SENCOs will lead on ensuring that pupils have access to adapted materials that address their educational needs.

For those who have turned down an offer of provision, school staff will continue to communicate that the setting is available to the pupil. Staff will regularly contact the family, as outlined in the risk assessment, to provide support and ensure the pupil is safeguarded.

### **Attendance Monitoring**

'Normal' registers do not need completing. The register documents provided by the Department for Education (DfE) and the Local Authority should be submitted by the stipulated times (12 noon and 10am). Hub staff will follow up with any parent or carer who has arranged care for their child(ren) and, subsequently, not attended. Contact with social workers will be made a priority for vulnerable pupils who are not in attendance. A referral to MARU will be made if pupils are thought to be in immediate danger. A DSL or DDSL is rota'd on a daily basis to make these calls and communicate with external agencies. Records shall be kept of all communications.

### **Where arrangements differ:**

Duty DSLs/DDSLs should ensure that staff, or they themselves, have added all relevant information to My Concern before the end of a school day. Where schools are acting as Hubs, all relevant information should be shared with the DSL/DDSL of the child's school on a daily basis. Information should be shared with consideration of multi-agency working. It is important that all staff and volunteers have access to

a trained DSL/DDSL; each day, staff on site will be made aware of that person and how they should report concerns.

DSLs will continue to engage with social workers and attend all multi-agency meetings, remotely.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the CCE Safeguarding Policy; this includes recording incidents and disclosures on MyConcern. In the unlikely event that a member of staff cannot access their MyConcern account, the concern should be shared with the duty DSL/DDSL immediately. Staff are reminded of the need to report all concerns immediately, and without delay. Where staff are concerned about an adult working with children in the school, they should raise their concern via the whistleblowing policy.

### **Safeguarding Training and induction**

DSL training will not take place whilst there remains a threat of the COVID 19 virus. For this period, a DSL/DDSL who has been trained will continue to be classed as a trained DSL/DDSL, even if they miss their refresher training. The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

**No new staff, or volunteers, will work in CCE schools during this period, so safeguarding induction processes will not be needed for new colleagues.**

Where groups, or individuals, are deployed across the Trust to work in other schools, staff will work within trust guidelines and CCE's code of conduct, as well as adhering to any established initiatives within each school setting. Where staff and children are deployed to a setting outside of the Trust, the DSL will account for 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:-

- 1) Staff supporting pupils have been subject to an enhanced DBS and children's barred list check
- 2) There are no known concerns about the staff's suitability to work with children
- 3) There is no ongoing disciplinary investigation relating any individuals
- 4) There are assurances that all staff have received appropriate safeguarding training

### **Movement of staff**

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Ladock Hub schools will continue to keep the single central record (SCR) up to date, as outlined in paragraphs 148 to 156 in KCSIE. A merged SCR has been created to combine staff from across the 4 settings. This can be accessed on the central drive and will be checked daily by the duty

DSL/DDSL. SCRs should be cross referenced with the DfE register, to include premises and catering staff on site.

### **Online Safety in Schools**

Ladock will continue to provide a safe environment for pupils, including online. The online filtering system remains active in school and appropriate staff supervision will be in place for pupils accessing the internet.

### **Online Safety Away From Schools**

It is important that all staff who interact with children, including online, continue to stay alert to the signs that a child may be at risk. Any such concerns should be dealt with as per the school's Child Protection Policy and, where appropriate, referrals should still be made to a child's social worker, the Multi Agency Referral Unit (MARU) or the police, as deemed appropriate. Each CCE school will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **Online Safety Advice and Guidance**

Online safety training will be provided to staff via FLICK and regular online safety initiatives will be shared via the weekly news bulletin.

The Trust will plan appropriate e-safety tasks for pupils to engage with; these will include age appropriate activities and educational video clips, as part of home learning. Organisations such as Child Line will be promoted so that children are aware of how they can access support or make a disclosure from home. Staff will make contact with carers and speak to children, wherever possible, to check on their wellbeing.

Regular communication will be made with parents via the school newsletter, emphasising the measures carers should take to protect their child online. Information will be shared via items in the school newsletter, offers of online webinar access and online safety materials will be provided via email.

### **Remote Learning**

All communication with pupils, parents/carers will take place using CCE approved communication channels, e.g. ClassDojo. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the school's DSL.

Staff and learners will engage with remote teaching and learning in line with existing behaviour principles, as set out in the school's behaviour policy, the staff code of conduct and relevant IT acceptable use policies/digital safeguarding policy.

When delivering remote learning, staff will:

- Only use online tools that have been agreed and evaluated by the school's leaders.
- Pre-recorded content will be shared with pupils; 'live' streaming is not condoned, as set out in the acceptable use policy. Recordings shared with

pupils will be undertaken in a professional manner, and in a suitable environment.

- Exceptional circumstances may exist for 'live' meetings with individual children; for example, a child who receives Trauma Informed School support. In such cases, a personalised risk assessment, parental consent and Head of School consent must be gained and a clear outline of the session's aims should be agreed with all parties. The date, time and length of each session should be recorded on My Concern, as well as any disclosures or concerns regarding the child's safety.

### **Supporting pupils who are not in school**

CCE is committed to ensuring the safety and wellbeing of all its pupils. As previously mentioned, each DSL has used a risk assessment to identify those with social care support, and other vulnerable pupils who would normally receive pastoral support in school. Within this risk assessment, a package of support is outlined. This robust plan requires the input of Parent Support Advisors, Senior Leaders, Trauma Informed Practitioners and Teachers to keep in regular contact with identified families and children. Details of contact with families, and pupils, must be recorded on My Concern, as should a record of contact you have made with other professionals regarding each family. Plans of support should be reviewed regularly and, where concerns arise, the DSL will consider additional referrals to support the family. Risk assessments will be regularly reviewed to demonstrate how support and provision has changed over time.

Staff are aware of the effects of mental health on pupils, and their parents, and will signpost families to appropriate support. The school newsletter and the staff weekly bulletin will extend this information further, to all stakeholders.

### **Additional Support & Links**

As well as the support offered to parents by staff, parents/carers can also access practical support and advice via a range of national and local services:

Online Safety:

- <https://swgfl.org.uk/online-safety/e-safety-facts/>
- <https://www.internetmatters.org/>
- [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)
- [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19)

Domestic Abuse:

- <https://www.womenscentrecornwall.org.uk/> (01208 79992)
- <https://www.firstlight.org.uk/> (0300 777 4777)

## **Supporting children in school**

CCE is committed to ensuring the safety and wellbeing of all its pupils and will continue to be a safe space for all children who attend a school setting. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate. School Leaders 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. Where there is a lack of staff in attendance, especially those who hold relevant qualifications (First Aid, DSL, etc), the issue will be raised urgently with the Duty DSL or Head of School.

## **Peer on Peer Abuse**

CCE recognises that, during school closures, a revised process may be required for managing any reports of such abuse and supporting identified 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 pupil, parents/carers and any multiagency partner required to ensure the safety and security of that individual. Concerns and actions must be recorded on My Concern and appropriate referrals/package of support provided.

## **Trust Support for Schools**

CCE will provide support and guidance to enable the DSL to carry out their role effectively. This includes rotating those with safeguarding qualifications to ensure sharing of workload and safeguarding expertise. CCE appreciate that regular group, or individual, discussions may be required to discuss disclosures, support for families, etc. This may take the form of an online meeting with colleagues, Stuart Renshaw or Tamsin Parry.