

## Annex 1



### **COVID-19 school closure arrangements for Safeguarding and Child Protection at Turner Schools**

**School Name: Turner Schools**

**Policy owner:**

**Date: 30.03.20, last updated 30.06.20**

**Date shared with staff:**

Date for review:

Date Reviewed by governors: 8 April 2020

## **1. Context**

From 20<sup>th</sup> March 2020 parents/carers 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, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Turner Schools Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context</b>	<b>2</b>
<b>3. Vulnerable children</b>	<b>3</b>
<b>4. Attendance monitoring</b>	<b>4</b>
<b>5. Designated Safeguarding Lead</b>	<b>5</b>
<b>6. Reporting a concern</b>	<b>5</b>
<b>7. Safeguarding Training and induction</b>	<b>6</b>
<b>8. Safer recruitment/volunteers and movement of staff</b>	<b>6</b>
<b>9. Online safety in schools and colleges</b>	<b>7</b>
<b>10. Children and online safety away from school and college</b>	<b>7</b>
<b>11. Supporting children not in school</b>	<b>8</b>
<b>12. Supporting children in school</b>	<b>9</b>
<b>13. Peer on Peer Abuse</b>	<b>9</b>
<b>14. Support from the Multi-Academy Trust</b>	<b>10</b>

## Key contacts - Turner Free School

Role	Name	Contact number	Email
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### Key Contacts - Morehall Primary

Role	Name	Contact number	Email
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## 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/carers, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. 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 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.

Turner Schools 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 various local authority Virtual Schools' Heads (VSH) for looked-after and previously looked-after children. The lead staff for this will be: Sophie Tyler (TFS) and Louisa Coppins (FAS).

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 increased 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 Turner Schools will explore the reasons for this directly with the parent/carer.

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

Turner Schools will encourage our vulnerable children and young people to attend school, including remotely if needed through the use of provided work packs and regular support from their Class Teacher by email / Google Classroom.

### **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.

If Turner Schools has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Turner Schools and social workers will agree with parents/carers whether children in need should be attending school – Turner Schools will then follow up on any pupil that they were expecting to attend, who does not. Turner Schools 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, Turner Schools will, when communicating with parents/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, Turner Schools will notify their social worker or Early Help worker. We can also check attendance via task completion on Google classrooms. Parents will be contacted if children are not checking in or completing work.

### **Designated Safeguarding Lead**

Each of the Turner Schools has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

At Turner Free School, the Designated Safeguarding Lead is Michael Chapman. The Deputy Designated Safeguarding Leads are Sophie Tyler, Carrie Baker and Kristina Yates.

At Folkestone Academy Secondary, the Designated Safeguarding Lead is Louisa Coppins. The Deputy Designated Safeguarding Leads are Jo Stokes, Kate Bird and Sharon Atkins.

At Folkestone Academy Primary, the Designated Safeguarding Lead is Alison Grimmett. The Deputy Designated Safeguarding Leads are Emily Beck, Louise Feaver and Maria Cunningham.

At Martello, the Designated Safeguarding Lead is Wayne Beech. The Deputy Designated Safeguarding Leads are Charlotte Speed and Hayley Prescott.

At Morehall, the Designated Safeguarding Lead is Coralie Buckle. The Deputy Designated Safeguarding Leads are Ruth Palmer and Hannah Barrow.

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 named senior leader will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to child protection online management system, MyConcern 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.

It is important that all Turner Schools staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL / Pastoral Team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. The DSL / Pastoral Team is also providing additional weekly contact to all identified vulnerable children and their families.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via MyConcern, or CPOMS which can be done remotely. Paper Safeguarding Forms are also available at the Folkestone Primary Academy Reception should a concern arise whilst a child is in school and the staff member cannot access the electronic safeguarding systems.

In the unlikely event that a member of staff cannot access MyConcern or CPOMS from home, they should email the Designated Safeguarding Lead or a member of the Turner Schools Safeguarding Team. This will ensure that the concern is received by all members of the team. There are paper forms in two locations and a clear system for their use communicated to all members of the Trust team.

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 directly to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the CEO Seamus Murphy.

### **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 miss their refresher training.

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

Where new staff are recruited, or new volunteers enter Turner Schools, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR leader that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

### **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, Turner

Schools 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.

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

Where Turner Schools 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.

Turner Schools 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.

Turner Schools 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.

<https://www.gov.uk/government/organisations/teaching-regulation-agency>

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto: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, Turner Schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges**

Turner Schools will continue to provide a safe environment, including online. This includes the use of an online filtering system. BCTEC use a Web Filter company called Smoothwall. Smoothwall create filters to stop children accessing inappropriate material and fully complies with DfE requirements. DSLs are provided with inspection reports where scholars may have tried to access filtered content.

Where pupils are using computers in school, appropriate supervision will be in place. The Trust has sent updated online safeguarding information for parents. This has been shared on Trust schools websites and Facebook. Where pupils have been lent devices, these are only accessing the internet via the Trust filtering systems.

### **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. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

If online teaching takes place, it should follow the same principles as set out in the School's Code of conduct.

Turner Schools 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 if delivering virtual lessons, especially where webcams are involved :

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
  - Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
  - Childline: [www.childline.org.uk](http://www.childline.org.uk)
  - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
  - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents/carers will take place using Turner Schools provided or approved communication channels; for example, Turner schools provided email accounts, our Virtual Learning Environment (VLE), G Suite for Education.

- Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Turner schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our Turner faculty handbook
- When delivering remote learning, staff will:
  - Only use online tools that have been evaluated and agreed by leadership.
  - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
  - Where possible, pre-record content.
- If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
  - Staff will record the length, time, date and attendance of any online lessons/contact held or made.
  - Live sessions will involve at least two members of staff where possible.
    - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
  - Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
  - Staff will agree online behaviour expectations with learners at the start of lessons.
    - Staff will revisit our acceptable use of technology policy with learners as necessary.
  - All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
    - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
    - Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
    - If live streaming, staff will mute and/or disable learners' videos and microphones, as required.

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

Turner Schools 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.

Details of this plan must be recorded electronically, e.g. on a Provision Map, as should a record of contact made. The regularity of contact depends upon a risk assessment discussed by the Pastoral Team.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. If contact is not made the next steps would be to contact other people named on the contact list, discussions of escalation with outside agencies and in some cases logging with the police. It may be necessary for SEND or Pastoral faculty within the Trust to contact parents whilst they are offsite. In these cases the faculty member may use their mobile phone to contact the parents. Faculty members should use a no caller ID and complete the communication log as appropriate for their school.

Turner Schools and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight, or following further guidance from the DfE) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website where necessary. Our websites contain a range of detailed information on how children and parents can access additional support, either via the school or outside agencies. There is a “Worry button” that scholars and parents can click that provides a direct link to each school's DSL.

Turner Schools 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/carers. Teachers at Turner Schools need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

Turner Schools is committed to ensuring the safety and wellbeing of all its pupils.

Turner Schools will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Turner Schools 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.

Turner Schools 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. The children will be supported to complete the lessons set by their teacher and for vulnerable children attending the on site facilities a note of this will be recorded electronically, for example on Provision Map.

Where Turner Schools has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust. A staff rota is completed in advance to ensure there is an appropriate ratio of staff to children. Children who require 1:1 support are supervised appropriately. Furthermore the ratio always includes a DSL and a first aid qualified member of the Trust team.

### **Peer on Peer Abuse**

Turner Schools 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 the Child Protection Policy. Schools may begin the process outlined in the Anti-Bullying policy where appropriate.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on MyConcern or CPOMS and appropriate referrals made.

### **Support from Turner Schools Multi-Academy Trust**

Turner Schools Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Trust Safeguarding Lead is John Bushby

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.