

PRIOR PARK SCHOOLS SAFEGUARDING POLICY: Addendum: COVID-19 school closure arrangements for Safeguarding and Child Protection at Prior Park College (PPC)

This addendum was initially produced during the period of lockdown due to the COVID-19 pandemic in Spring-Summer 2020, as part of our remote learning policy, and refers to the provision of education where the college's entire educational and pastoral provision was delivered remotely. From the new academic year 2021, the expectation is that all students are educated in person on the premises, and the standard Safeguarding Policy should therefore be referred to by all staff.

The following statement is therefore relevant from September 2021. In the event of a third period of lockdown, or where all the educational and pastoral provision is delivered remotely, or in the event that PPC is required to deliver a blended educational and pastoral provision to any student or group(s) of students, the following addendum applies to the remote aspect of that provision.

1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TPS) are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

Prior Park College is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The school promotes a policy of positive teaching, seeking to foster and reward constructive Student contribution. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community. We aim to reward endeavour and success, stressing the benefits of positive behaviour, and will counter misbehaviour to safeguard the community and the individual.

This addendum to the Trust's Safeguarding Policy, outlines additional measures required for PPC's Remote Learning and Digital Teaching arising from the COVID-19 situation and should be read in conjunction with that policy.

This policy should also be read in conjunction with the following policies:

- E-Safety Policy
- Behaviour Policy
- Remote learning Policy
- Staff Code of Conduct

2. Context

From 7th January 2021 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, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Prior Park College's Safeguarding Policy contains details of our individual safeguarding arrangements.

3. Key contacts

Role	Name	Email
Designated Safeguarding Lead	Simon Cane-Hardy	Scane-hardy@priorparkschools.com
Deputy Designated Safeguarding Lead	Melanie Gittins Emma Wickham Dave Sackett Izzy Burton	mgittins@priorparkschools.com Ewickham@priorparkschools.com Dsackett@priorparkschools.com lbarton@priorparkschools.com
Head	Ben Horan	bhoran@priorparkschools.com
Safeguarding Trustee	Simon Head	shead@priorparkschools.com
Chair of Trustees	John Shinkwin	jshinkwin@priorparkschools.com

4. 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.

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.

Prior Park College (PPC) 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. The lead person for this will be Simon Cane-Hardy

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 PPC will explore the reasons for this directly with the parent.

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

PPC will encourage our vulnerable children and young people to attend school, including remotely if needed.

5. 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.

PPC and social workers will agree with parents/carers whether children in need should be attending PPC and will then follow up on any student that they were expecting to attend. PPC 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.

6. Arrangements to continue Safeguarding at Prior Park College

To support the above, PPC will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

The Designated Safeguarding Lead: Simon Cane-Hardy

The Deputy Designated Safeguarding Leads: Melanie Gittins, Emma Wickham, Dave Sacket and Izzy Burton

It will not be possible for a trained DSL to be onsite every day. However, both DSL and DDSLs will be easily contactable via email, online video link and phone. If both DSL and DDSLs are unwell, or not contactable, staff should contact Mr Ben Horan, who has full access to all the Safeguarding and Child Protection files.

If staff have a safeguarding concern, whether this is something they have noticed or been disclosed during online learning or whilst covering Key Worker Childcare, they should, in the first instance contact the DSL. This can be by phone, video link via Teams, or email.

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

7. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school 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 must contact the Head.

Concerns around the Head should continue to be directed to the Chair of Trustees: Mr John Shinkwin

PPC will continue to offer support in the process of managing allegations.

8. 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 (2021). 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 PPC 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 Prior Park Schools, we should seek assurance from the HR Manager 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.

9. 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, PPC will continue to follow the Safer Recruitment Policy and relevant statutory and regulatory guidance.

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.

PPC 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.

PPC will continue to consider and make referrals to the Teaching Regulation Agency (TRA).

Staff will be provided with a rota for who will be onsite during the COVID-19 National emergency. This will enable PPC to be sure that all checks have been carried out on the staff involved. Therefore, we will continue to keep the single central record (SCR) up to date.

10. Online safety

Online safety in schools and colleges

PPC 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.

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 Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the PPC Staff Code of Conduct and the Remote Learning Policy.

PPC will ensure its online learning system (Microsoft Teams) 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:

- Avoid, where possible, 1:1 teaching.
- 1. If 1:1 teaching is essential, then parents should be contacted in advance to approve the lesson. This is applicable to any 1:1 Tutor sessions, academic teaching, Instrumental

or LAMDA lessons. If a 1:1 meeting needs to be confidential (predominantly for welfare reasons), the DSL should be made aware of this taking place.

2. Staff and children must wear suitable clothing, as should anyone else in the household.
3. Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
4. The live class tutorials should be recorded so that if any issues were to arise, the video can be reviewed.
5. Language must be professional and appropriate, including any family members in the background.
 - Staff must only use platforms provided by Prior Park Schools to communicate with students
 - Staff should record student attendance though the lesson register function on School Base. Any student marked as an N for a lesson should be identified on Day Book.

11. Supporting children not in school

PPC 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 via their class teacher.

Details of any contact made should be noted by the member of staff making contact and shared with DSL and DDSLs.

The communication plans can include remote contact via email or phone contact. Other individualised contact should be considered and recorded.

PPC and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages, including e-safety messages, on its website and social media pages.

PPC recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at PPC need to be aware of this in setting expectations of students' work where they are at home.

PPC 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.

12. Supporting children in school

PPC is committed to ensuring the safety and wellbeing of all its students.

PPC will continue to be a safe space for all children to attend and flourish. The Headteacher, Ben Horan, will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

PPC 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.

PPC 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.

Where PPC has concerns about the impact of staff absence - such as our Designated Safeguarding Lead or first aiders - will discuss them immediately with the trust.

13. Peer on Peer Abuse

PPC 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 the Safeguarding Policy and Peer-on-Peer Abuse 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 in Safeguarding secure file and referrals made if appropriate.