**Annex 1**

****

**COVID-19 school closure arrangements for**

**Safeguarding and Child Protection at**

**The Rowans AP Academy**

The Rowans AP Academy has two Designated Safeguarding Leads (DSL) and 4 Deputy DSLs.

The Designated Safeguarding Leads are: Mrs Fiona May and Mr Jack Weston

The Deputy Designated Safeguarding Leads are: Miss Gwen Webb, Mrs Kerry Keeble, Mrs Rebecca Jones and Mrs Joanne Skinner

**School Name: The Rowans AP Academy**

**Policy owner: Miss Gwen Webb**

**Date shared with staff: 04.01.2021**

1. **Context**

* From 04.01.2021 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 The Rowans AP Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. **Context .......................................................………………………………………...**
2. **Vulnerable children ...........................................................................................**
3. **Attendance monitoring.......................................................................................**
4. **Designated Safeguarding Lead ………………………………………………….…**
5. **Reporting a concern ...............................................................................………..**
6. **Allegations against Members of Staff and Volunteers………………………..…**
7. **Safeguarding Training and induction ................................................................**
8. **Safer recruitment/volunteers and movement of staff …………………………..**
9. **Online safety in schools and colleges................................................................**

**10. Children and online safety away from school and college.............................**

**11. Supporting children not in school ...................................................................**

**12. Supporting children in school ..........................................................................**

**13. Peer on Peer Abuse ..........................................................................................**

**14. COVID-19 School Closures – Contact Details …………………………………**

**15. COVID-19 school closure - Safeguarding Support ……………………………**

**16. The Rowans AP Academy Risk Assessment ………………………………….**

**Key contacts**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email** |
| Designated  Safeguarding  Leads | **Mrs Fiona May**  **Mr Jack Weston** | [**Fiona.may@therowansap.co.uk**](mailto:Fiona.may@therowansap.co.uk)  [**Jack.weston@therowansap.co.uk**](mailto:Jack.weston@therowansap.co.uk) |
| Deputy  Designated  Safeguarding  Leads | **Miss Gwen Webb**  **Mrs Kerry Keeble**  **Mrs Rebecca Jones**  **Mrs Joanne Skinner** | [**Gwen.webb@therowansap.co.uk**](mailto:Gwen.webb@therowansap.co.uk)  [**Kerry.keeble@therowansap.co.uk**](mailto:Kerry.keeble@therowansap.co.uk)  [**Rebecca.jones@therowansap.co.uk**](mailto:Rebecca.jones@therowansap.co.uk)  [**Joanne.skinner@therowansap.co.uk**](mailto:Joanne.skinner@therowansap.co.uk) |
| Headteacher | **Mrs Fiona May** | [**Fiona.may@therowansap.co.uk**](mailto:Fiona.may@therowansap.co.uk) |
| Safeguarding  Manager | **Miss Gwen Webb** | [**Gwen.webb@therowansap.co.uk**](mailto:Gwen.webb@therowansap.co.uk) |
| Chair of  Governors | **Mrs P Conibeer** | [**Pamela.conibeer@therowansap.co.uk**](mailto:Pamela.conibeer@therowansap.co.uk) |
| Safeguarding  Trustee | **Mrs S Greenfield** | [**Susan.greenfield@therowansap.co.uk**](mailto:Susan.greenfield@therowansap.co.uk) |

**The safeguarding and welfare team have a group email where they can be contacted:** [**safeguarding@therowansap.co.uk**](mailto:safeguarding@therowansap.co.uk)

1. **Vulnerable children**

The government guidance currently places all AP children in the vulnerable category, because of this we have kept the school fully open and offered all pupils a place.  We do not agree that all our children are within the DFE vulnerable category but have offered school places nonetheless.  We have contacted every family to discuss attendance at school.  Some families have expressed real concerns around attendance, we understand their worries, have no safeguarding concerns and will therefore allow them to work on our comprehensive remote package of learning and authorise their child's absence from face-to-face education.

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.

The Rowans AP Academy 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 personnel for this will be: Miss Gwen Webb and Mrs Rebecca Jones

1. **Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.

There is a detailed risk assessment in place for all pupils.

The Rowans AP Academy will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and will also check that there is an email address for them, so that communication is effective.

All pupils who have a social worker will have welfare contact at least twice a week from a named member of staff. All information will be shared with the social worker weekly. The relevant virtual head will also be sent a weekly update for all looked after children, who, will have a minimum of two welfare checks a week.

Pupils who have an EHCP will have a minimum of two welfare checks a week and updates will be shared with the relevant SEN case worker. Where there are welfare concerns, contact will increase, with doorstep checks, as necessary and increased contact with external agencies, as needed.

1. **Designated Safeguarding Lead**

The Rowans AP Academy has two Designated Safeguarding Leads (DSL) and 4 Deputy DSLs.

The Designated Safeguarding Leads are: Mrs Fiona May and Mr Jack Weston

The Deputy Designated Safeguarding Leads are: Miss Gwen Webb, Mrs Kerry Keeble, Mrs Rebecca Jones and Mrs Joanne Skinner

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 senior leader and team leader will assume responsibility for co-ordinating safeguarding on site. Each day there are a team of staff who can be called upon to attend school and support pupils. Each team is led by a team leader, all of whom have instant access to a DSL.

It is important that all Rowans AP Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

1. **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 reporting an incident via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their email from home, they should phone one of the Designated Safeguarding Leads – Mrs May or Mr Weston. This will ensure that the concern is received.

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 contact the Headteacher immediately. If there is a requirement to make a notification to the headteacher/DSL whilst away from school, this should be done verbally and followed up with an email to the headteacher/DSL.

If a child is at risk of imminent danger or harm concerns will need to be referred by telephone to **First Response 01634 334466** **and/or the police**. If it is an emergency the police need to be called on 999.

**If there are child protection concerns the role of the school is NOT to investigate but to recognise and refer.**

**Less urgent concerns or requests for support will be referred to Children’s social care and Early Help via the Medway online form** [**(the portal)**](https://www.medway.gov.uk/info/200170/children_and_families/600/worried_about_a_child/1)

1. **Allegations Against Members of Staff and Volunteers**

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.

If staff have safeguarding concerns, or an allegation is made about another member of staff (including volunteers) posing a risk of harm to children, then:

* Allegations should be referred immediately to the Head Teacher or Executive Headteacher in their absence who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. Please refer to the Medway [LADO Leaflet](https://www.medwayscp.org.uk/mscb/downloads/file/15/local-authority-designated-officer-leaflet) if you need further information.
* In the event of allegations of abuse being made against the Headteacher then staff are advised that allegations should be reported to either the Executive Headteacher, Miss Caron Johnson or the Chair of Governors, Mrs Pamela Conibeer who will contact the LADO in the first instance.
* Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact **the LADO directly on** 01634 331065.

1. **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 The Rowans AP Academy, 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

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.

1. **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, The Rowans AP Academy 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.

Where The Rowans AP Academy 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.

The Rowans AP Academy 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.

The Rowans AP Academy 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.

During the COVID-19 period all referrals should be made by emailing

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, The Rowans AP Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

1. **Online safety in schools and colleges**

The Rowans AP Academy will continue to provide a safe environment, including online. Thisincludes the use of an online filtering system.

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

1. **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.

Online teaching should follow the same principles as set out in The Rowans AP Academy Charter.

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

The Rowans AP Academy will use Google Classroom for setting and assessing work. Pupils can communicate with teaching staff through this ‘classroom’ by typing comments. Staff will ensure that communication is appropriate and professional.

There will be live lessons for pupils learning remotely. The Rowans AP Academy will adhere to the following guidelines:

* 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 any family members in the background.
* Staff must only use platforms provided by The Rowans AP Academy to communicate with pupils
* Staff should record, the length, time, date and attendance of any sessions held.

1. **Supporting children not in school**

The Rowans AP Academy is committed to ensuring the safety and wellbeing of all its Children andyoung 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 and that contact is recorded on each occasion of contact.

The safeguarding/welfare plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The Rowans AP Academy and its DSLs will work closely with all stakeholders to maximise the effectiveness of any safeguarding/welfare plan.

This plan 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.

The Rowans AP Academy 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 The Rowans AP Academy need to be aware of this in setting expectations of pupils’ work where they are at home.

The Rowans AP Academy 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. This will be bespoke to each child and recorded on the safeguarding/welfare spreadsheet and SIMS, where appropriate.

1. **Supporting children in school**

The Rowans AP Academy is committed to ensuring the safety and wellbeing of all its students.

The Rowans AP Academy 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 pupil ratio numbers are appropriate, to maximise safety.

The Rowans AP Academy 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 The Rowans AP Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Leads or first aiders – will discuss them immediately with the trust.

1. **Peer on Peer Abuse**

The Rowans AP Academy recognises that during the closure a revised process may be requiredfor 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 of the Child

Protection 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 must be reported through CPOMs and appropriate referrals made.

1. **COVID-19 school closure - Contact details**

**Education Safeguarding Officers (Education Safeguarding Service)**

* Kate Berry – Education Safeguarding officer
* 01634 331017
* [Kate.barry@medway.gov.uk](mailto:Kate.barry@medway.gov.uk)
* Ben Beer Education Lead – MASH
* 01634 334525
* [benjamin.beer@medway.gov.uk](mailto:benjamin.beer@medway.gov.uk)
* [educsafeguarding@medway.gov.uk](mailto:educsafeguarding@medway.gov.uk)
* **Contact details for the LADO:**
* Telephone: 01634 331065
* Further information and contact details found: [Advice and resources for professionals](https://www.medway.gov.uk/mscb/info/4/advice-resources-professionals/2/concerned-childcare-professional)
* **Children’s Social Work Services**
* First Response: 01634 334466 (Monday to Friday from 9am to 5pm)
* Out of Hours: 03000 419 191
* No Name Consultation Line 09:30-12:30 provide professionals with advice on safeguarding issues and processes, when feeling uncertain as to whether or not to make a referral, where concerns are held, over a child or young person.
* **Kent Police**
* 101 (or 999 if there is an immediate risk of harm)
* **Medway Safeguarding Children Partnership (MSCP)**
* [mscp@medway.gov.uk](mailto:mscp@medway.gov.uk)
* 01634 336 329

**15.COVID-19 school closure - Safeguarding Support**

**Support for staff**

* Coronavirus and your wellbeing

[**https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/**](https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/)

* With more teachers swapping classrooms for front rooms, Oliver Ireland shares five ways to avoid bad home-working habits

<https://www.tes.com/news/5-wellbeing-rules-teachers-working-home>

* Remember, the Education Support Partnership is there for anyone who works in a school.  
  **Education Support Partnership Helpline:**  
  Telephone: 08000 562 561 (24/7)  
  Text: 07909 341229  
  Website: [https://www.educationsupport.org.uk/](http://briefing.safeguardinginschools.co.uk/lt.php?s=25dab6c6eda9efcd34f362ff883ac688&i=105A139A5A1261)

**Support for Pupils**

* **Dave the Dog is worried about coronavirus – Downloadable book**

A book for children about coronavirus that aims to give information without fear.

With everything that is going on at the moment; big changes to children’s routines and lots of stories on the news it can be a really scary time for children. This book aims to open up the conversation about coronavirus and some of the things they might be hearing about it and provide truthful information in a reassuring and child friendly manner. Click Here -[**https://nursedottybooks.com/dave-the-dog-is-worried-about-coronavirus-2/**](https://nursedottybooks.com/dave-the-dog-is-worried-about-coronavirus-2/)

* **Covibook**

Download the book to discuss the range of emotions arising from coronavirus

[**https://www.mindheart.co/descargables**](https://www.mindheart.co/descargables)

* **E-Bug – Washing your hands:** Use [e-Bug](https://campaignresources.phe.gov.uk/schools) resources to teach pupils about hygiene.
* **The Children’s Commissioner Children’s Guide to coronavirus**

There have been big changes in our lives because of coronavirus, so The Children’s Commissioner have created a children’s guide to coronavirus to help explain the situation.

[**https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/**](https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)

* **SEND -Coronavirus explainer in Makaton (Ineqe) -** Children with a range of SEND needs may be struggling right now, perhaps through lack of routine or not understanding how things are.  
  Holly Rankin, is the Special Educational Needs Advisor at Ineqe and in this video explains Coronavirus using Makaton: [https://youtu.be/9OS8vbjr2-Q](http://briefing.safeguardinginschools.co.uk/lt.php?s=25dab6c6eda9efcd34f362ff883ac688&i=105A139A5A1275)

**Support for parents/carers**

* **Talking to a child worried about Coronavirus**  
  The NSPCC has created a new webpage with information and advice for parents or carers who are worried a child or young person may be struggling with their mental health or has anxiety about Coronavirus. The webpage includes information on: talking about feelings and worries; keeping in touch and balancing screen time; ways to create structure and routine; and helping to give children a sense of control.Read more information and advice on the links below:

**Talking to a child worried about coronavirus (COVID-19)**

[NSPCC talking to a child about Coronavirus - Click here](https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/depression-anxiety-mental-health/?utm_source=Adestra&utm_medium=email&utm_content=Talking%20to%20a%20child%20worried%20about%20coronavirus%20%28COVID-19%29&utm_campaign=CASPAR-2019-03-30)   
  
**Tips on How to have difficult conversations with children** [NSPCC How to have difficult conversations - Click here](https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/)

* **MIND - Coronavirus and your wellbeing**

[**https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/**](https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/)

* **Resources for parents during coronavirus –** Please click on the link below for a list of handy, free online activities and materials to use at home.

[**https://www.childrenscommissioner.gov.uk/coronavirus/resources/**](https://www.childrenscommissioner.gov.uk/coronavirus/resources/)

## Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children’s social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687  
Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)