

Moor House School & College

This appendix should be read in conjunction with the Moor House School & College Child Protection, including Safeguarding, Policy.

It is being issued in response to the partial closure of the School & College due to the COVID-19 pandemic

COVID-19 -Arrangements for Safeguarding and Child Protection

School Name: Moor House School & College School & College

Appendix added: 02.04.2020

Date shared with staff: 2 04.2020

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those who absolutely need to attend.

Schools, Colleges and all childcare providers, were asked to continue 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. During this period of part closure, we are admitting students who are children of key workers and certain identified vulnerable children. We will not admit visitors – adults or children -at any time when a MHS&C student will be on site. We will not undertake any non- emergency trips or activities for students outside the Moor House site during the operation of the COVID - 19 safeguarding policy.

This appendix of the Moor School & College Child Protection, including Safeguarding, Policy and Procedures contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	
Designated Safeguarding Lead	Helen Middleton	07471218087	middletonh@moorhouseschool.co.uk

Please see the key contacts page in the main policy for contact details of the Deputy Designated Safeguarding Leads and those Governors with a safeguarding responsibility.

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 (LA) 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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the DSL (and deputies) know who our most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

Moor House School & College will continue to work with and support children and vulnerable adult's social workers to help protect vulnerable children and adults. The lead person for Children Looked After will be: Stephanie Williams

Critical workers

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, or if there is only one child who needs that care, we will notify Surrey LA and / or the

relevant placing authority who are responsible for arranging for the child/ren to be cared for in an alternative setting that can meet their needs.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

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.

Moor House School & College and social workers will agree with families whether children in need should be attending school – Moor House School & College will then follow up on any pupil that they were expecting to attend, who does not. Moor House School & College will also follow up with any ‘critical worker’ parent or carer who has arranged care for their child (ren) but the child (ren) subsequently does not attend.

To support the above, Moor House School & College will, when communicating with parents, carers and allocated social workers / placing authorities, 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, Moor House School & College will notify their social worker.

If Moor House School & College has any children in attendance (e.g. because they are vulnerable, the children of 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.

Designated Safeguarding Lead

Moor School & College has a Designated Safeguarding Lead and a number of Deputy Designated Safeguarding Leads – these are named on the front sheet and in the key contacts page of the main policy.

We will endeavour to have a trained DSL or deputy available on site at all times when pupils are present. Where this is not the case, a trained DSL or deputy will be available to be contacted via phone - for example, when working from home.

In the unlikely event that either the DSL or a Deputy DSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the child protection online management system, CPOMS , liaising with the offsite DSL (or Deputy) and, if 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.

Whatever the scenario, it is important that all Moor School & College staff and volunteers have access to a trained DSL or DDSL. On each day, staff on site will be made aware of who that person is and how to contact them.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Moor House School & College Child Protection and Safeguarding Policy and Procedures, this includes making a report via CPOMS which can be done remotely or if they do not have access to the CPOMS system using a yellow form.

In the unlikely event that a member of staff has a concern about a child but cannot access the recording system, they should telephone the Designated Safeguarding Lead and / or a deputy DSL. This will ensure that the concern is received. **Staff must not just leave an answerphone message.**

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 to the Principal or in her absence the Head of Residential Care, immediately. If there is cause to make a notification to the Principal whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Principal is not contactable, the member of staff should contact any of the DDSLs as named on the front of this document. If the concern relates to the Principal (DSL) staff should contact the Chair of Trustees, David Taylor by emailing the Bursar, Jemma Kingham. kinghamj@moorhouseschool.co.uk

Safeguarding Training and induction

DSL training is very unlikely to take place during this period.

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 Designated Safeguarding Lead 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 Moor House School & College they will continue to be provided with a safeguarding induction.

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, Moor School & College will

continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Where Moor School & College 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.

Moor School & College will continue to comply with 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.

Moor School & College 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 environment, it is essential from a safeguarding perspective that any school or college 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, Moor House School & College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSiE.

Safeguarding Support for students and parents working offsite

MHS&C will provide resources to students and guidance on school and college matters to parents and carers and be available to receive and act upon any safeguarding concerns reported. Parents and carers are responsible for the supervision and support for learning activities at home and for seeking guidance from MHS&C staff if they have concerns.

Monitoring of Student Health and Well-being

It is understood that the current situation creates for students very different circumstances to those experienced during usual school and college life and that this may increase the anxiety of some students or create other safeguarding concerns. The role of the Integrative Psychotherapist will be to provide support and advice to parents and carers around promoting well-being in these circumstances, whether the students are on-site or learning at home. Where a student is on the current psychotherapy caseload they will have at least weekly contact with the Integrative Psychotherapist by telephone. Students who continue to attend Moor House on a daily basis will be closely monitored and staff will respond to any need around emotional well-being that is noted.

Online safety in schools and colleges

Moor School & College will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

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

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 Moor House School & College Staff Code of Conduct.

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

Currently Moor House is not offering any online teaching or therapy, however should this change the following guidelines would be followed

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

- Unless specifically agreed with the headteacher / senior staff, children will be taught only in groups.
- Never start without another member of staff- in the 'room' and without other colleagues being aware
- Unless explicit consent is given by the Headteacher staff should not deliver virtual lessons from home
- Where one to one teaching is necessary, this will only be with the explicit written consent of the headteacher, young person and parent(s).
- The DSL, head of department and / or other senior staff must be able to join any virtual lesson at any point.
- 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 or hidden.
- The live class should be recorded so that if any concerns 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
- Staff must only use platforms agreed with senior leaders and the IT / network manager to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

Supporting children or vulnerable adults not in school

Moor House School & College is committed to ensuring the safety and wellbeing of all its students.

The following guidance relates to those children / vulnerable adults who have a named social worker in place due to ongoing Child Protection concerns.

The Designated Safeguarding Lead will ensure that a robust communication plan is in place for each child/ vulnerable adult, their parent(s) / carers and the allocated social worker or placing authority.

Details of this communication plan must be recorded on CPOMS as should a record of any contact made.

The communication plan may include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Moor School & College and its Designated Safeguarding Lead/ Deputy Designated safeguarding Leads 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 Designated Safeguarding Lead or Deputy Designated Safeguarding Leads will consider any referrals as appropriate, taking into account the local criteria for action.

In addition, the school will share safeguarding messages on its website and social media pages.

Moor House School & College recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at Moor House School & College will be aware of this in setting expectations of pupils' work where they are at home.

Moor House School & College will ensure that if we are unable to care for the child/ren of critical workers, and vulnerable children on site, we will liaise with the placing local authority and the parent / carer to find a suitable alternative; e.g., at a 'hub' school or via a multi-disciplinary package of support. In that situation, the DSL will ensure that the DSL of the hub school / lead practitioner is made aware of any relevant safeguarding information relating to a child.

Supporting children and vulnerable adults in school

Moor House School & College is committed to ensuring the safety and wellbeing of all its students.

Moor House School & College 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, maximising safety.

Moor House School & College 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 coronavirus.

Moor House School & College 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 their pastoral or safeguarding record as appropriate.

Peer on Peer Abuse

Moor House School & College 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 school's Child Protection, including Safeguarding Policy and Procedures. Page 30-34

The school recognise that it is vital that professionals agree on how behaviours should be categorised regardless of culture, faith, beliefs, and their own experiences or values.

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

All concerns and actions taken must be recorded on CPOMS and appropriate referrals made.

Monitoring

Safeguarding Governors will review the operation of this appendix to the Child Protection, including Safeguarding, Policy and Procedures as part of a termly safeguarding monitoring in the summer term.