



**The Marlborough Science Academy  
COVID-19 school closure arrangements for  
Safeguarding and Child Protection**

<b>Responsible Governing Body Committee:</b>	<b>Personnel</b>
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<b>Review Due Date</b>	<b>Review Completed</b>	<b>Amendments Y/N</b>
To be reviewed regularly according to changing DFE guidance.	To be ratified by governors at the next FGB meeting	Y

In particular this addendum should be read in conjunction with the:

1. Children Looked After Policy
2. Safer Recruitment Policy
3. Internet and Network Usage Policy
4. Whistle Blowing Policy
5. Professional code of conduct
6. Child Protection and Safeguarding Policy

# Context

From 20<sup>th</sup> March 2020 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 that the school determines as vulnerable. The school will determine who falls under this criteria and will exercise an element of choice and flexibility in who they determine as vulnerable. This provision is also for children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of The Marlborough Science Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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# 1. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	James Griggs	07944203529	J.Griggs@marlborough.herts.sch.uk
Designated Safeguarding Person	Mark Fitzgibbon		M.Fitzgibbon@marlborough.herts.sch.uk
Designated Safeguarding Person	Myrian Pounnas		M.Pounnas@marlborough.herts.sch.uk
Designated Safeguarding Person	Louise Bullock		L.Bullock@marlborough.herts.sch.uk
Designated Safeguarding Person	Jo Bustin		J.Bustin@marlborough.herts.sch.uk
Designated Safeguarding Person	Wendy Aylward		W.Aylward@marlborough.herts.sch.uk
Headteacher	Annie Thomson		Head@marlborough.herts.sch.uk
Chair of Governors	Jane Walker-Smith		J.Walker-Smith@marlborough.herts.sch.uk

## 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.

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 DSPs) 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.

The Marlborough Science 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 children looked after and previously looked-after children. The lead person for this will be: James Griggs

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

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

## 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. We will however on a daily basis send attendance figure to the DFE as required.

The School and social workers will agree with parents/carers whether children in need should be attending school, and our attendance team or Directors of Learning will follow up on any student that they we were expecting to attend, who does not arrive. The school will also follow up with any parent or carer who has arranged care for their child(ren) who subsequently do not attend.

To support the above, we 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, a member of the schools safeguarding team will notify their social worker.

## Designated Safeguarding Lead

The Marlborough Science Academy has a Designated Safeguarding Lead (DSL) and a number of level 2 trained designated safeguarding people (DSPs).

The optimal scenario is to have a trained DSL (or DSP) available on site. Where this is not the case a trained DSL (or DSP) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or DSP) 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 child protection online management system, MyConcern and liaising with the offsite DSL (or DSP) 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 The Marlborough Science Academy staff and volunteers have access to a trained DSL (or DSP). On each day staff on site will be made aware of who that person is and how to speak to them. This information will be available on a staff duty rota, and displayed in the school reception area.

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

The DSL will also be updated on his visits to the school by the pandemic co-ordinator who will ensure that the right checks are in place, risk assessments completed and ensure the areas where work is being undertaken are made safe for all staff and students on site.

## 2. 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, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should send an email to [DSP@Marlborough.herts.sch.uk](mailto:DSP@Marlborough.herts.sch.uk) or contact the DSL directly on the number in the contacts section of this document. 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 speak with the headteacher immediately. If there is a requirement to make a notification to the headteacher whilst away from school, or the headteacher is not on site this should be done via an email to the headteacher marked urgent.

Concerns around the Headteacher should be directed to the Chair of Governors: Jane Walker-Smith.

The Marlborough Science Academy will continue to offer support in the process of managing allegations.

## 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 DSP) who has been trained will continue to be classed as a trained DSL (or DSP) 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 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.

## 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 school 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 (2020) (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.

Should the school choose to utilise volunteers as a last resort due to staff shortages, 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 Marlborough Science 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 Marlborough Science 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](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, the academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. We would endeavour to ensure that the number of volunteers is minimal if at all and as mentioned above would only occur if there was a real and genuine shortage of staff in ratio to student numbers.

## Online safety

The Marlborough Science Academy 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.

## Children and online safety away from school

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 academy code of conduct.

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

Below are the guidelines for delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only. 1:1s will be authorised by SLT for specific staff and these sessions must be recorded in line with GDPR requirements
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in an appropriate communal area.
- All staff must invite the appropriate support account to their google classroom so that ATs, Pastoral, SLT and HoFs can access the lessons
- The staff member must be present in the class before the lesson is due to start and must be the last member present at the end of the lesson.
- Live classes should be kept to a reasonable length of time. Language must be professional and appropriate, including any family members in the background.
- Staff must only use the platform 'google meet' and should not send links to this meeting to anyone outside of the school community. Classes are to be arranged using a class code for anyone with a Marlborough Science Academy email address.
- The member of staff should complete a register of engagement in online learning and the lesson record form provided.
- Should staff be concerned about any student making inappropriate contact with them they must inform the DSL or Headteacher immediately, and place the details of the concern on MyConcern.

## Supporting children not in school

The Marlborough Science Academy 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.

A record of contact with these children must be kept.

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

The Marlborough Science Academy and its safeguarding team 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) 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 Marlborough Science Academy 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 The Marlborough Science Academy need to be aware of this in setting expectations of student' work where they are at home, the headteacher will review this regularly and offer advice and guidance to staff, parents and students where needed.

The 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.

## Supporting children in school

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

The 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 student ratio numbers are appropriate, to maximise safety.

The 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.

The 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 MyConcern.

Where the academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders the leadership team will hold an online meeting immediately and work to rectify the situation.

## Peer on Peer Abuse

The Marlborough Science Academy 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 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 and actions must be recorded on MyConcern and appropriate referrals made.

### **Monitoring, Evaluation and Review**

The academy will review this addendum upon any changes and updates made to the DFE guidance and assess its implementation and effectiveness. The addendum will be promoted and implemented throughout the Academy, by being shared with all staff and governors and inviting their comments and acknowledgment of reading and understanding the information above in the same way as KCSIE.

Signature  
Headteacher

Date:

Signature  
Chair of Governors

Date:

Signature  
DSL

Date: