

# Safeguarding and Child Protection

## Arrangements For The School's Closure

### During A National Emergency

#### Context

As a result of the Corona Virus Disease 2019 (COVID-19) Pandemic, from 20<sup>th</sup> March 2020 the Government decreed a National Emergency and asked parents to keep their children at home wherever possible and for schools to remain open only for:

- children of key workers whose roles were defined as critical to the life of the country, e.g. health workers, those in essential services, who absolutely need to attend work;
- children who are vulnerable and cannot be safely cared for at home.
- *As of Monday 15th June 2020 schools will be extending their opening to include some face to face contact with children in Year 10 and Year 12, alongside priority groups (vulnerable children and the children of critical workers). Eligible children should be offered a full-time place. For more information: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>*

This addendum to the school's Safeguarding and Child Protection Policy includes details of the individual safeguarding arrangements in a number of areas. Updates from the 3 safeguarding partners, including information on changes in arrangements for CP Conferences and Looked After Reviews, can be found here: <https://www.redbridgescp.org.uk/>

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**Approved:**

**Next Review:** Autumn Term 2020

## Contents

<b>1. Key contacts</b> .....	<b>2</b>
<b>2. Opening Hours</b> .....	<b>3</b>
<b>3. Vulnerable children</b> .....	<b>3</b>
<b>4. Attendance monitoring</b> .....	<b>4</b>
<b>4 Designated Safeguarding Lead (DSL)</b> .....	<b>4</b>
<b>5. Reporting a concern</b> .....	<b>5</b>
<b>6. Safeguarding Training and induction</b> .....	<b>5</b>
<b>7. Safer recruitment/volunteers and movement of staff</b> .....	<b>6</b>
<b>8. Online safety</b> .....	<b>6</b>
<b>9. Children and online safety away from school</b> .....	<b>7</b>
<b>10. Supporting children not in school</b> .....	<b>8</b>
<b>11. Mental Health</b> .....	<b>9</b>
<b>12. Supporting children in school</b> .....	<b>9</b>
<b>13. Peer on Peer Abuse</b> .....	<b>10</b>
<b>14. Governing Bodies' Contacts currently working with Safeguarding:</b> .....	<b>10</b>

### 1. Key contacts

Role	Name	Contact	Email
Designated Safeguarding Lead (DSL)	Antonia Edghill	07490 767938	<a href="mailto:edghilla@mayfieldschool.net">edghilla@mayfieldschool.net</a>
Deputy DSL	Kathy McCaffery	07490 762978	<a href="mailto:mccafferyk@mayfieldschool.net">mccafferyk@mayfieldschool.net</a>
Deputy DSL	Diane Farrell	07490 771508	<a href="mailto:farrelld@mayfieldschool.net">farrelld@mayfieldschool.net</a>
Deputy DSL	Aaron Marsham	07365 817609	<a href="mailto:marshama@mayfieldschool.net">marshama@mayfieldschool.net</a>
Co- Headteacher	Lynn Campbell	07490 766437	<a href="mailto:campbelll@mayfieldschool.net">campbelll@mayfieldschool.net</a>
Co- Headteacher	Allison Greenwood	07490 763635	<a href="mailto:greenwooda@mayfieldschool.net">greenwooda@mayfieldschool.net</a>
Chair of Governors	David Backhouse	07774 969955	<a href="mailto:backhoused@mayfieldschool.net">backhoused@mayfieldschool.net</a>

General school safeguarding contact: [safeguardingteam@mayfieldschool.net](mailto:safeguardingteam@mayfieldschool.net)

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*Next Review: Autumn Term 2020*

## 2. Opening Hours

During the National Emergency, it is expected that the school will remain open (from 08.30am to 2.50pm) and during **school holidays** (including Bank Holidays), although these arrangements are subject to change, according to the local situation.

After-school and evening activities have all been cancelled.

The aim is that there will always be at least one member of the Senior Leadership Team on site whilst there are any students present.

## 3. 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.

The category includes:

- All students who have a Child Protection Plan
- Looked After Children
- Previously Looked After Children
- Children in Need
- Those who meet the definition in section 17 of the Children Act 1989.

Those with an EHC Plan will be risk-assessed in consultation with their parents and the Local Authority (LA) 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 students with EHC Plans can safely remain at home.

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

Senior leaders, especially the Designated Safeguarding Lead (and deputies), know who the 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 school 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 LA's Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this is: Mrs Antonia Edghill.

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 would 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.

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**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

The school will encourage its vulnerable children and young people to attend a school, including remotely, if needed.

#### **4. Attendance monitoring**

In common with all other education settings, the school is not required to complete its usual day-to-day attendance processes and follow up on non-attendance.

The school and Social Workers will agree with parents/carers whether Children in Need should be attending school; the school will then follow up on any expected student who does not attend. The school will also follow up with any parent or carer who has arranged care for their daughter/son who subsequently does not attend.

In support of these arrangements, the school will confirm with parents and carers that the contact numbers are correct and ask for additional emergency contact numbers where they are available.

In all circumstances, when a vulnerable child does not take up their place at school, or discontinues, the school will notify their Social Worker.

The names of students not in attendance who are 'open' or with an 'unknown' status to Social Care, either under the category of Child in Need or subject to a Child Protection Plan, should be shared with Sue Bendon at [sue.bendon@redbridge.gov.uk](mailto:sue.bendon@redbridge.gov.uk). The Education Welfare Service (EWS) will liaise with Social Care colleagues where necessary to decide on the next course of action. Concerns about other students who do not attend should be discussed with the school's Education Welfare Officer.

#### **5. Designated Safeguarding Lead (DSL)**

The school has a Designated Safeguarding Lead (DSL) and three Deputy DSLs whose names and contact details are given in the table in para 1.

A trained DSL (or deputy) will be available to be contacted via phone or online video, e.g. when working from home. In addition, a senior leader will assume responsibility for co-ordinating safeguarding on site; all members of SLT are Level 2 or Level 3 trained. This might include updating and managing access to the Child Protection Online Management System, CPOMS and liaising with the offsite DSL (or deputy) and, as required, liaising with Social Workers where they require access to Children in Need and/or to carry out statutory assessments at the school.

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

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

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**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

## 6. Reporting a concern

Where staff have a concern about a student, they should continue to follow the process outlined in the school Safeguarding Policy, which **includes speaking to a member of the team immediately and making** a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, **they should call the school and ask to speak to the DSL or DDSL on site, then email** the Safeguarding team and the Co Headteachers to ensure that the concern is received and understood.

**The school's approach ensures the DSL or a deputy is always on site while the school is open**

Staff are reminded of the need to report any concern immediately and without delay.

**There has been a slight reduction to MASH referrals during lockdown so we anticipate that as children return we may see an increase in MASH referrals. Children's services may be affected by an increased demand for services. Please discuss any referrals you are unsure of with the MASH team/Safeguarding lead before sending to ensure that urgent referrals are dealt with promptly. Please ensure you have checked the thresholds document:**

**<https://www.redbridgescp.org.uk/wp-content/uploads/2015/09/Redbridge-LSCB-Multi-Agency-Thresholds-Document-September-2018-Final.pdf>**

Where staff are concerned about an adult working with children in the school, they should follow normal guidelines and contact the Co-Headteachers. If there is a requirement to make a notification to the Co-Headteachers whilst away from school, this should be done verbally and followed up with an email to the Co-Headteachers.

The arrangements to contact the LADO at the local authority remain unchanged:

**Redbridge:** Helen Curtis, 020 8708 5350 or [helen.curtis@redbridge.gov.uk](mailto:helen.curtis@redbridge.gov.uk)

Concerns regarding the Co-Headteacher(s) should be directed to the Chair of Governors: Mr David Backhouse.

## 7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a national emergency. Under that condition, the DSL and Deputy DSLs (who have been trained) will continue to be classed as 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 will communicate with staff any new local arrangements, so they know what to do if they are worried about a student.

Any member of staff whose training is due for renewal during this time, will be expected to complete the online safeguarding training. All members of staff will be directed to complete this online training depending on the time of length of time school is closed.

Where new staff are recruited and/or new volunteers have been appointed, members of staff have not been put on the rota to enter the school, they will be provided with a safeguarding induction once school re-opens.

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**Our Aim: 'Outstanding Progress for All'**

**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

If staff are deployed from another education or children's workforce setting to the school, due account will be given to the DfE's supplementary guidance on safeguarding during the National Emergency and the school 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 school's relevant Child Protection policies, confirmation of local processes and confirmation of DSL arrangements etc.

## **8. 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 including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education 2019 (KCSIE).

In response to the National Emergency, 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 school is utilising volunteers, it 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 school will continue to follow the legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed or poses a risk of harm to a child or vulnerable adult. See KCSIE 2019, para 163.

New staff or volunteers from outside the school must still complete an Induction Programme to ensure they are aware of the risks and know what to do if they have any concerns.

The school will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and their 'Teacher misconduct advice for making a referral'. During the National Emergency all referrals should be made by emailing: [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenges of the current National Emergency, from a safeguarding perspective, the senior member of staff on duty will be aware, on any given day, which staff/volunteers are in school and that appropriate checks have been carried out, especially for anyone engaging in a regulated activity. As such, the school will continue to keep the Single Central Record (SCR) up to date, as outlined in paragraphs 148 to 156 in KCSIE 2019.

## **9. Online safety**

The school will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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### **Our Aim: 'Outstanding Progress for All'**

**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

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

## 10. Children and online safety away from school

All staff who interact with students, including online, will continue to look out for signs any of them may be at risk **including the Prevent duty**. All such concerns should be dealt with as per the Safeguarding and Child Protection Policy and, where appropriate, referrals should still be made to children's Social Care and, as required, the Police.

The Governing Body has taken on board guidance from the UK Safer Internet Centre on 'Safe Remote Learning' and also 'Guidance for Safer Working Practices' from the Safer Recruitment Consortium. See: <https://coronavirus.lgfl.net/safeguarding>

To ensure that professional boundaries do not slip during this exceptional period, staff are reminded of the school's Code of Conduct for staff and the importance of only using school systems to communicate with students and their families.

The school will ensure use of its online learning tools and systems continue to be in line with privacy and data protection/GDPR requirements.

The following must be followed when delivering virtual lessons:

*This assumes that staff will be visible to students, but not the other way round*

- Only use 'Microsoft Teams' for virtual lessons;
- Only use school-registered accounts, never personal ones
- Avoid one-to-ones unless pre-approved in writing by a member of the SLT
- Remind pupils and staff about the AUP agreements they signed\* The rules are the same
- Remind pupils and staff about the Safeguarding Policy and reporting process
- Wear suitable clothing
- Record all live classes so that if any issues arise, the video can be reviewed
- If you don't understand the system, if it won't be safe or reliable, if teaching won't be enhanced, DON'T DO IT.
- Keep a log of everything, including length, time, date and attendance of any sessions held, what, when, with whom and anything that went wrong
- 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 that of any family members in the background.

Staff delivering virtual lessons should consider the following:

- Do students and staff have a safe and appropriate place to listen to the lesson and think?
- What about vulnerable students with SEND and CP needs?
- Once per week may be enough to start with – don't overdo it and make mistakes
- Do you want chat turned on for pupils? Can they chat when you aren't there?
- How can students ask questions or get help?
- What are the ground rules? When can students speak / how?

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### Our Aim: 'Outstanding Progress for All'

**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

- Will some students be excluded? Do they have internet, a device and a quiet place?

Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. The school's approach has been set out to them, including the sites students will be asked to access and who from the school (if anyone) their child is going to be interacting with online.

Parents and carers have been offered the following links for support in keeping their children safe online:

- Internet matters
- London Grid for Learning
- Net-aware – from the NSPCC
- Parent info
- Thinkuknow - for advice from the National Crime Agency
- UK Safer Internet Centre

Free additional support for staff in responding to online safety issues can be accessed from the 'Professionals Online Safety Helpline' at the UK Safer Internet Centre.

## 11. Supporting children not in school

The school is committed to ensuring the safety and wellbeing of all its students, whether in school or not.

Where the DSL has identified a student to be on the edge of Social Care support, or who would normally receive pastoral-type support in school, a robust communication plan will be put in place for her/him. Details of this plan must be recorded on CPOMS, as should a record of contact have made.

Vulnerable children, those with a Social Worker, or previously had a social worker **within the past 3 months** not in school should be contacted on a weekly basis. This can be by phone or Skype, for example. This 'keeping in touch' calling will be undertaken by DSL/Team/Pastoral staff who may be working from home.

All families will be called regularly, ideally weekly, **previously vulnerable to be fortnightly**

Child Protection - three times a week **if necessary based on family circumstances**

Children in Need, **ECH Plan or Educated Off Site – twice a week**

**Education Inclusion - once a week**

Planned visits to students will alter over time and will be affected by Government requirements for everyone to remain in their homes.

Contact details for parents and carers, and additional emergency contact numbers should be kept up to date

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

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### Our Aim: 'Outstanding Progress for All'

**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

The school and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan, which 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.

## 12. Mental Health

Where the school provides support for children of critical workers and vulnerable children on site and at home, appropriate support for their mental health and well-being should be in place, this can be an extension of the existing provision in the school. It may, for example, be delivered in school, over the phone or from specialist staff or support services

The school recognises that it is a protective factor for its students and the current circumstances can affect their mental health and that of their parents/carers. Teachers at the school are aware of this when setting expectations for students' work to be completed while they are at home.

The school will ensure that when children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each student and recorded on CPOMS.

*It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:*

- *individual children who have found the long period at home hard to manage*
- *those who have developed anxieties related to the virus*
- *those about whom there are safeguarding concerns*

- *those who may make safeguarding disclosures once they are back in schools*

*Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.*

*See Bereavement Policy on separate document*

*All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.*

## 13. Supporting children in school

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

The school will refer to the Government's guidance 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 COVID-19.

The school will ensure that where it is caring for children of critical workers and vulnerable children on the site, appropriate support is in place for them. This will be bespoke to each student and recorded on CPOMS.

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**Our Aim: 'Outstanding Progress for All'**

**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

Any concern about the impact of staff absence, e.g. Designated Safeguarding Lead and/or First Aiders, should be raised immediately with the Senior Leadership Team.

The aim is that at least one trained First Aider will be on site every day.

**From 15<sup>th</sup> June an allocated person from the Safeguarding team will be on site and to be shared with staff and students**

Staff are required to be aware of the emergency procedures for:

- Fire evacuation – although staff and pupil numbers are low, the lists of those on site should be on hand to check
- Site evacuation – places of refuge have been identified and are clearly stated on signage.
- Internal lockdown – staff and children are likely to be spending time in an area of the school that is not as familiar to them. Staff should identify internal locations where they could seek safety with the students in the event of a lockdown.

#### **14. Peer on Peer Abuse**

The school recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

When it receives a report of peer on peer abuse, the school will follow the principles as set out in part 5 of KCSIE 2019 and those outlined within the Safeguarding and Child Protection Policy.

The school will listen and work with the student(s), parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns/actions must continue to be recorded on CPOMS and appropriate referrals made.

#### **15. Governing Bodies' Contacts currently working with Safeguarding:**

##### **Redbridge**

020 8708 3885 from 9.00am to 5.00pm

020 8708 5897 (after 5.00pm and weekends)

Alternatively, you may complete and submit a LBR Multi Agency Referral Form (MARF) Template to [CPAT.referrals@redbridge.gov.uk](mailto:CPAT.referrals@redbridge.gov.uk).

For immediate help ring the police on 999.

Should a student in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the Safeguarding Children Partnership escalation procedure, available here:

##### **Redbridge**

<https://www.redbridgescp.org.uk/professionals/what-should-you-do-when-there-is-a-professional-disagreement-about-a-child/>

##### **London Borough of Barking and Dagenham:**

020 8227 3811

Submit a MARF to: [childrenss@lbbd.gov.uk](mailto:childrenss@lbbd.gov.uk)

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#### **Our Aim: 'Outstanding Progress for All'**

**Approved:** 24<sup>th</sup> April 2020

**Next Review:** Autumn Term 2020

**Newham**

020 3373 4600 from 9:00a.m. – 5:00p.m.  
020 8430 2000 (out of hours' service)

**Haringey**

020 8489 4470 from 8:45a.m. - 5:00p.m.  
020 8489 0000 (out of hours' service)  
[mashreferral@haringey.gov.uk](mailto:mashreferral@haringey.gov.uk)

**Havering**

01708 433 222 from 9:00a.m. – 5:00p.m.  
01708 433 999 (out of hours' service)  
[tmash@havering.gov.uk](mailto:tmash@havering.gov.uk)

**Thurrock**

01375 652 802  
[thurrockmash@thurrock.gov.uk](mailto:thurrockmash@thurrock.gov.uk)