

THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date		Next scheduled review	
Governor approved	April 2020	Key person/people	HT
Model Policy		Model localised	

Temporary Addition to Safeguarding Policy

COVID-19 School Closure Arrangements for Safeguarding and Child Protection The Westgate School and Nursery

Context

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who could not be safely cared for at home.

Schools and all childcare providers were also asked to provide care for children who are considered to be vulnerable.

This addendum of The Westgate School and Nursery Child Protection and Safeguarding Policies contains details of our individual safeguarding arrangements in the following areas:

Key Contacts

Vulnerable Children

Attendance Monitoring

Designated Safeguarding Lead

Reporting a Concern

Safeguarding Training and Induction

Safer Recruitment

Online Safety

Supporting Children not in School

Supporting Children in School

Peer on Peer Abuse

Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Claire Fyvie-Rae	01962 854757	contact@westgate.hants.sch.uk
Deputy Designated Safeguarding Lead	Liz Woodall		
Deputy Designated Safeguarding Lead	Caroline Peverell		
Headteacher	Fae Dean		
Chair of Governors	Penny Catchpole		
Safeguarding Governor	David Derbyshire		

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 Care 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 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 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 Deputy DSL 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 – reassure dependent and in liaison with Children's Services.

The Westgate School and Nursery will continue to work with and support children's social workers to help protect vulnerable children. This includes working 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 Claire Fyvie-Rae.

There is an expectation that vulnerable children will be offered a place at the education setting. If the place is not taken Children Services are informed.

Where parents are concerned about the risk of the child contracting COVID-19, The Westgate School and Nursery will signpost all parents to the website and encouraged to follow the links to Public Health England Website.

The Westgate School and Nursery will encourage our vulnerable children to attend school, including remotely if needed. We will maintain regular contact with the parents and carers of our vulnerable children via the pupil support team. We will record all correspondence with our vulnerable pupils via CPOMS. We will also submit weekly return to the Local Authority to inform them which children have attended school and any reasons for non-attendance. In line with the guidance from the DFE daily attendance returns are collated and processed.

The Westgate School and Nursery will ensure that any updated advice or arrangements from the Local Authority are followed and shared as appropriate.

Attendance Monitoring

Local Authorities and education settings continue to complete their usual day-to-day attendance processes to follow up on non-attendance.

The Westgate School nursery and social workers will agree with parents / carers whether vulnerable children should be attending school, The Westgate School and Nursery will then follow up on any pupil that we were expecting to attend, who does not. The Westgate Schools will also follow up with any parent or carer who had arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, The Westgate School and Nursery has set up a specific email address for keyworker and vulnerable children so that daily updates and changes to attendance are communicated effectively.

In all circumstances where a vulnerable pupil does not take up their place at school or discontinues, The Westgate Schools will notify the social worker.

Designated Safeguarding Lead

The Westgate Schools has a Designated Safeguarding Lead (DSL) and two Deputy DSL's. The SLT is safeguard trained.

The Designated Safeguarding Lead is: Claire Fyvie-Rae

The Deputy Designated Safeguarding Leads are: Liz Woodall and Caroline Peverell

The optimal scenario is to have a trained DSL or DDSL available on site. Where this is not the case, a trained DSL or DDSL will be available to be contacted via telephone.

Where a trained DSL or DDSL 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 our online safeguarding management system, CPOMS and liaising with the offsite DSL or DDSL and, as required, liaising with children's social workers where they require access to vulnerable children and / or to carry out statutory assessments at school.

All employees at The Westgate School and Nursery will be reminded of how to report any safeguarding concerns immediately and without delay via our safeguarding email address. Staff on site will be made aware of who that person is each day and how to contact them.

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

Reporting a Concern

Where colleagues have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy, this information then will be logged in CPOMS as per our normal procedures. This will be reiterated to all colleagues.

The Westgate School and Nursery will reflect that colleagues and volunteers may identify new safeguarding concerns about an individual child as they see them in person following partial closure. Colleagues will be reminded to follow the established referral process.

Where colleagues are concerned about an adult working with children in the school, they should report this directly to the headteacher. Any concerns about the headteacher should be directed to the Chair of Governors Penny Catchpole.

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 DDSL who has been trained will continue to be class as a trained DSL or DDSL even if they miss their refresher training.

All existing school colleagues have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with colleagues any new local arrangements, so they know what to do if they are worried about a child.

If any new colleagues are recruited to The Westgate School and Nursery they will continue to be provided with a safeguarding induction. Volunteers will not be used during this closure.

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 Westgate School and Nursery will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE) (2019).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance of standard and enhanced DBS ID checking to minimise the need for face to face contact.

The Westgate School and Nursery will not utilise volunteers during the closure.

The Westgate School and Nursery 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.

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 employees will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Westgate School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

Online Safety

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

Where pupils are using computers in school, appropriate supervision will be in place. Colleagues delivering lesson via an online platform will do so in line with the School's policies, only use audio and never enable the camera to see pupils or pupils to see the teacher. All communication with children will be in written form or verbally to groups via MS Teams, except in the case of members of the Pupil Support Team or those who are making regular telephone contact with vulnerable families/tutees.

Children and Online Safety Away from School

It is important that all employees who interact with children, including online, continue to look out for signs that 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 Code of Conduct. The Westgate will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

We are not promoting live streaming however they may wish to provide a voice over for some lesson presentations. Colleagues may choose to record themselves reading a story or modelling key skills such as handwriting, this should never include any visual of the teacher or the pupils. The following should be considered:

- Colleagues must only use our school platforms (email, Microsoft teams etc) to communicate with pupils. Colleagues must never engage in communication via any other social media platform.
- Language must be professional and appropriate.
- Colleagues must be careful to consider the context in which recordings are made and in all but exceptional circumstances, should be done in School with the background screen blurred.

Supporting Children Not in School

The Westgate School and Nursery is committed to ensuring the safety and well-being of our pupils.

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, we will ensure that a robust communication plan is in place for that child via the pupil support team.

The communication plan will include regular telephone/email contact and a record of all contact will be kept on cpoms.

The Westgate School, Nursery and the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed fortnightly and where concerns arise, the DSL will consider any referrals as appropriate.

The School has links to safeguarding information on the website.

The Westgate School and Nursery recognises that they are a protective factor for children, and the current circumstances can affect the mental health of pupils and their parents / carers. Teachers at The Westgate School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting Children in School

The Westgate School and Nursery are committed to ensuring the safety and well-being of all our pupils.

The Westgate School and Nursery will continue to be a safe place for all children to attend and flourish. The Head teacher will ensure that appropriate colleagues are on site and colleague to pupil ratio numbers are appropriate, to maximise safety.

The Westgate School and Nursery 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 COVID-19.

The school will encourage good communication with parents to ensure relevant safeguarding and welfare information held on all children (including returning children) is accurate . The school will do all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that we should be aware of as a child returns to school.

The Westgate School and Nursery 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 and any concerns are reported to the DSL and recorded on CPOMs.

Where The Westgate School and Nursery have concerns about the impact of colleague absence – such as our DSL, DDSL's, first aiders or paediatric first aiders – we will discuss them immediately with the Local Authority.

Peer on Peer Abuse

The Westgate School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. We have set up a designated email address that pupils can access and report any concerns. This is monitored by the pupil support team.

The weekly Lower School newsletter will recommend pupils can email their teachers if they have any concerns. Pupils in the Upper School are encouraged to access resources to support their wellbeing. This is shared via the schools social media and via microsoft teams alongside House leaders weekly newsletters.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and those outlined within our Child Protection Policy.

We will listen to and work with any child, parents / carers and any multiagency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded on CPOMs and appropriate referrals made.