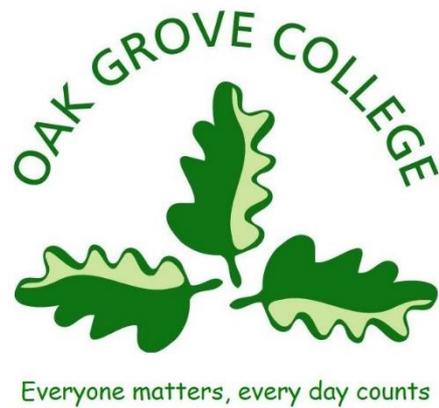


Annex 1



**COVID-19 college closure arrangements for
Safeguarding and Child Protection at
Oak Grove College**

School Name: Oak Grove College

Date: 30/03/2020

Date shared with Governors: 31/03/2020

Date shared with staff: 2/4/2020

1. 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 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 policy sets out how Oak Grove College would continue to carry out its safeguarding duties, during this period. However, if the Headteacher, Deputy Headteacher and Assistant Headteacher are not available for work at the same time then the school would have to close for this period.

This addendum of the Oak Grove College Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	James Winchester	07966242876	jwinchester@oakgrovecollege.org.uk
Deputy Designated Safeguarding Lead	Elspeth Cloake	07729664962	ecloake@oakgrovecollege.org.uk
	Sam Taylor	07790818813	staylor@oakgrovecollege.org.uk
Headteacher	Phillip Potter	07903271277	head@oakgrovecollege.org.uk
Designated Person for Looked After Children	Tyler Gee		tgee@oakgrovecollege.org.uk
Chair of Governors	Christine Chalmers		christine.chalmers@oakgrovecollege.org.uk
	Liz Cook		liz.cook@oakgrovecollege.org.uk
Safeguarding Governor	Raye Mills		raye.mills@oakgrovecollege.org.uk

DSL contact email - dsl@oakgrovecollege.org.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 by the college (involving special school nurses, senior leadership, pastoral leaders) and this has been shared with social care, to decide whether they need to continue to be offered a 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. Most of our 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 deputies) 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.

Oak Grove College 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 person for this will be: Tyler Gee

Oak Grove College will work with all partner agencies, including social care, to determine which children will attend school at this time. This will take into account factors such as having an allocated social worker, having underlying health needs or families with health conditions, and having known risks such as domestic violence. There is an expectation that vulnerable or high risk children will be offered some time in school, so long as they do not have underlying health conditions that put them at risk. In addition, these children can only attend if the college have appropriate staff in place to maintain a safe placement. If we do not, we will work with federation schools and social care to look at alternative arrangements.

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 Oak Grove College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Oak Grove College 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.

Oak Grove College and social workers will agree with parents/carers whether children in need should be attending.

The college is following the [attendance guidance issued by government](#). Where a child is expected and does not arrive the college will follow our attendance procedure and make contact with the family. If contact is not possible the college will undertake a risk assessment to consider the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not override** the duty on the college to ensure children and young people are safe.

To support the above, Oak Grove College will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Designated Safeguarding Lead

Oak Grove College has a Designated Safeguarding Lead (DSL) and three Deputy DSL's

The Designated Safeguarding Lead is: James Winchester

The Deputy Designated Safeguarding Leads are:

Elspeth Cloake

Sam Taylor

Phillip Potter

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 will assume responsibility for co-ordinating safeguarding on site.

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

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 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.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the college Safeguarding Policy, this includes 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 email the DSL email account (dsl@oakgrovecollege.org.uk). 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 college, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from college, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors:
Liz Cook and Christine Chalmers

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 college 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 Oak Grove College they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our college, 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

In the absence of the headteacher, the LADO will be contacted to determine whether any on-going disciplinary investigation applies to members of staff.

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, Oak Grove College 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 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.

Oak Grove College 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.

Oak Grove 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 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 college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Oak Grove College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in college

Oak Grove College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

Children and online safety away from 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.

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

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

- No 1:1s, groups only (unless previously agreed with the counselling service, SLT, students and families, for those accessing specific counselling services.)
- 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 Oak Grove College to communicate with students

Supporting children not in college

Oak Grove College 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 college, they should ensure that a robust communication plan is in place for that child or young person.

Oak Grove College has risk assessed all students in the college and have setup central recording systems to monitor contact with all students.

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

Oak Grove College and its DSL 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 college will share safeguarding messages on its website and social media pages.

Oak Grove College recognises that college is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Staff at Oak Grove College need to be aware of this in setting expectations of students' work where they are at home.

Oak Grove 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.

Supporting children in college

Oak Grove College is committed to ensuring the safety and wellbeing of all its students.

Oak Grove 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 student ratio numbers are appropriate, to maximise safety.

Oak Grove 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 COVID19.

Oak Grove 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.

Where Oak Grove College has concerns about the impact of staff absence - such as our Designated Safeguarding Lead or first aiders - will discuss them immediately with the Local Authority.

Peer on Peer Abuse

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

Where the college 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 college 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 CPOMS and appropriate referrals made.

Commitment to Safeguarding

Oak Grove College recognises its first priority is the safeguarding and wellbeing of all members of its community. The current situation is unprecedented and fast changing, College staff will make all decisions about welfare of young people, with their best interest at the core, while recognising that the context for these individual decisions is rapidly changing. The availability to access external services and advice will fluctuate over this period of time, as will our internal resources.

We will seek to mitigate this by working in partnership with the Thrive Federation and the Local Authority/external agencies at all stages. However, all members of our community, must continue to have a heightened awareness at this time.