# COVID-19 school arrangements for Safeguarding and Child Protection at Clifton College during school closure.

## January 2021 (all changes are in blue)

**School Name: Clifton College**
**Policy Owner: Mrs Jo Newman; Deputy Head cross-College Safeguarding &
Upper School DSL**
**Date: 08/01/2021**
**Date Shared with Staff: 13/01/2021**
**Updated: 08/01/2021**

## Context

Clifton College will continue to follow the Department for Education (DfE)'s statutory guidance, Keeping children safe in education (KCSIE) (DfE, 2020) and Working together to safeguard children (WTTSC 2018).

Clifton College will continue to work with local safeguarding partners as set out in statutory safeguarding guidance (DfE, 2020f).

In England, on the evening of Monday 4th January 2021, the government stated that the country will be in lockdown and all school will be closed. Only vulnerable children and the children of critical key workers should attend school (Cabinet Office, 2021). All other children from Reception upwards will learn remotely until February half term 2021. Nursery will remain open. Parents have been 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.

This update to the addendum of the Clifton College Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## Contents

**Key contacts**

| Role | Name | Contact Number | Email |
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| **Deputy Head Cross College Safeguarding** | Mrs Jo Newman | 07791 71 5318 0117 315 7590 | jnewman@cliftoncollege.com |
| **Designated Safeguarding Lead (Upper School)** | Mrs Jo Newman | 07791 71 5318 0117 315 7590 | jnewman@cliftoncollege.com |
| **Designated Safeguarding Lead (Preparatory School)** | Mr James Averis (acting DSL) | 0117 3157 583 | javeris@cliftoncollege.com |
| **Deputy Designated Safeguarding Lead (Upper School)** | Mrs Katherine Jeffery | 07791 715323 0117 315 7321 | kjeffery@cliftoncollege.com |
| **Deputy Designated Safeguarding Lead (Upper School)** | Mr Jon Hughes | 0117 3157 301 | jhuges@cliftoncollege.com |
| **Deputy Designated Safeguarding Lead (Upper School)** | Ms Claire McCormack | 07791 715 322 | cmccormack@cliftoncollege.com |
| **Deputy Designated Safeguarding Lead (Pre)** | Mrs Jean Hambley | 0117 3157 560 | jhambley@cliftoncollege.com |
| **Deputy Designated Safeguarding Lead (Pre-Prep)** | Mrs Sue Ingram | 0117 315 7591 | singram@cliftoncollege.com |
| **EYFS Lead Practitioner for Safeguarding** | Ms Gina Burnhill | 0117 3157 576 | gburnhill@cliftoncollege.com |
| **Designated Safeguarding Lead - CCSL** | Mr Ashley Stanton | 0117 315 7667 0770367 9502 | astanton@cliftoncollege.com |
| **Deputy Designated Safeguarding Lead (CCSL)** | Mr Alex Alderslade | 0117 3157 143 | aalderslade@cliftoncollege.com |

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| **Deputy Designated Safeguarding Lead (CCSL)** | Mr Chris Watts | 0117 315 7668 | cwatts@cliftoncollege.com |
| **Safeguarding Coordinator** | Ms Joanna Evans | 0117 315 7568 | Jevans2@cliftoncollege.com |
| **Headmaster and Head of Upper School** | Dr Tim Greene | 0117 3157 190 | tgreene@cliftoncollege.com |
| **Chair of Council** | Mr Nick Tolchard | N/A | chairman@cliftoncollege.com |
| **Nominated Safeguarding Council Member** | Mr Mark Eldridge | N/A | safeguarding@cliftoncollege.com |

**Vulnerable children**

In England, vulnerable children are those who have a social worker and those aged up to 25 with Early Health Care plans (EHC plans). This includes children who have a child protection plan or are looked after. Guidance from the Department for Education (DfE) states that children may also be deemed vulnerable if they have been assessed as being in need or meet the definition in section 17 of the Children Act 1989 (DfE, 2020).

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 and young people with EHC plans can safely remain at home.

Risk assessments should be kept up-to-date and reflect any changes in circumstances. Local authorities and educational settings should make their own judgements as to whether risk assessments continue to be useful after a child or young person has returned to school. Risk assessments should also be maintained for children who remain at home (DfE, 2020).

Senior leaders, especially the HoMs, Designated Safeguarding Leads (and Deputy DSLs) 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.

Clifton College will always 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.

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 Clifton College will explore the reasons for this directly with the parent.

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

Clifton College will encourage our vulnerable children and young people to attend school, including remotely if needed.

## Vulnerable Pupils – Clifton College

The Safeguarding team, in liaison with relevant HoMs, Pre-Prep class teachers and Nursery key workers have assessed our current pupils and identified those deemed more vulnerable and who will benefit from extra monitoring and support during school closure. These pupils have been identified on CPOMS and have the category 'Vulnerable Pupil' added to their CPOMS profile. *(Note: These pupils do NOT meet the government criteria for vulnerable children).*

## Attendance monitoring - all pupils

The College recognises that there may be occasions whereby pupils may have difficulty in accessing remote education due to technical issues. Teaching staff and HoMs, with the support of the Safeguarding Team, will record any pupils who they may be concerned about or who may be displaying patterns of regular absence that indicate that the pupils may be experiencing difficulties with remote learning. Specific details of the concerns will be recorded on CPOMS.

In the Upper School, pupils receiving remote education online will be registered for each lesson that they attend with a 'B'. Any absences will be followed up by an email from the HoM to the pupil and their parent and tutors copied in, any concerns regarding individual pupils will be recorded on CPOMS.

In the Preparatory School, a live list is shared by teachers and updated daily with details of any pupils missing lessons. Any unexplained absences are followed up and any concerns regarding individual pupils are recorded on CPOMS. See link to Preparatory School attendance procedures below.

https://docs.google.com/document/d/1qTtLz6NrjF-eW-0tMUTAB4QxQrtOT201HQ574g-H3Q8/edit?usp=sharing

## Attendance monitoring for vulnerable pupils (only those meeting the government criteria)

In all circumstances where a vulnerable child does not attend school either in person or remotely, or discontinues, Clifton College will notify their social worker.

## Support for children who are accessing remote education

In England, guidance from the Department for Education (DfE) states that schools and local authorities should work together to ensure arrangements are in place to keep in touch with children who are vulnerable but who are not attending school (DfE, 2020).

There must be clear reporting routes for staff who have any child protection concerns about any child they are educating remotely, and these should be regularly reviewed. Staff should be able to signpost practical support for children who may need it (DfE, 2020).

Staff should only contact children within school hours (or hours agreed with the school's senior leadership team). Any one-to-one sessions such as pastoral care meetings should be risk assessed and approved by the school's senior leadership team (DfE, 2020). All actions taken and communication regarding the child must be recorded on CPOMS.

## Safeguarding Staffing

Clifton College has a Designated Safeguarding Lead (DSL) and two Deputy DSLs for each school and a DSL for CCSL and two Deputy DSL's for CCSL. See key contacts list on page 4 and 5 of this addendum.

The optimal scenario is to have a trained DSL (or deputy) available via email or phone. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or email - 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 coordinating safeguarding.

This might include updating and managing access to the child protection online management system, CPOMS and liaising with the 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 school.

It is important that all Clifton College staff and volunteers have access to a trained DSL (or deputy). All staff are able to contact the DSL's as all staff have a staff contact card.

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

Designated safeguarding leads (DSLs) should be provided with more time, to provide support to staff and children, particularly regarding any new child protection and welfare concerns and the handling of referrals to children's social care and other agencies (DfE, 2020).

## Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the schools Safeguarding and Protecting Child Policy, this includes making a report via CPOMS, which can be done remotely. CPOMS is accessible through the College Resource Centre. A copy of the most up-to-date policy is also available on the Colleges resource centre.

In the unlikely event that a member of staff cannot access CPOMS, they should email the Safeguarding Coordinator on safeguarding@cliftoncollege.com  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, including remotely, they must report the concern to the Headmaster immediately on tgreene@cliftoncollege.com or phone 0117 3157 190. The Headmaster will liaise with the relevant DSL and LADO in accordance with the Colleges safeguarding and protecting children policy.

Concerns around the Headmaster should be directed to the Chair of Governors: Mr Nick Tolchard by emailing chairman@cliftoncollege.com

The College will continue to offer support in the process of managing allegations.

## Safeguarding Training and induction

DSL training is available remotely through Trading with Schools (TwS) and led by Keeping Bristol Safe Partnership (KBSP).

All existing school staff have completed safeguarding training and have read part 1 and Annex A of Keeping Children Safe in Education (2020). 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 Clifton College, they will continue to be provided with a safeguarding induction session. This training will be led online by the Deputy Head Cross College Safeguarding - Jo Newman.

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.

All new staff and volunteers will complete online safeguarding training via EduCare and the full face to face training must be completed once the College is fully operational.

## Safer recruitment/volunteers and movement of staff

During the first half of Lent Term 2021, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers.

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, Clifton 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.

Clifton College should continue to recruit remotely throughout the Lent Term (Department for Education (DfE), 2020). Clifton College should continue to follow safer recruitment practices set out in DfE statutory guidance when recruiting new staff and volunteers.

Staff and volunteers who have not undergone safer recruitment checks must not be left unsupervised or allowed to work in regulated activity (DfE, 2020). Schools should emphasise to parents and carers the importance of seeking any online support for their children from reputable organisations who can provide evidence that the people they employ are safe to work with children (DfE, 2020). In England and Wales, the Disclosure and Barring Service (DBS) has updated its guidance on checking identification, to minimise the need for face-to-face contact (DBS, 2020).

## Staff and volunteers moving between schools.

In England, guidance from the Department for Education (DfE) states that staff and volunteers moving between schools who have already undergone the appropriate Disclosure and Barring Service (DBS) checks do not need a new DBS check. This also applies for staff moving between different types of settings, for example childcare staff working in schools (DfE, 2020e).

Where Clifton 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, this includes online activity.

Clifton 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.

Clifton College will continue to liaise with and refer to the LADO if allegations are raised about an adult who is working for the College. All allegations must be reported to the Head of College, Dr Tim Greene immediately by email or phone call (tgreene@cliftoncollege.com) on 0117 3157 190.

Clifton College will 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 school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Clifton 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 schools and colleges

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

Where pupils are using computers in school, appropriate supervision will be in place. Staff will continue to follow the process for online safety set out in the Colleges Safeguarding and Child Protection Policy.

## 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 Colleges Safeguarding and Protecting Children 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 Clifton College Code of Conduct and IT Acceptable Use agreement for staff and pupils.

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

## Distance Learning Procedures and Protocols

It is encouraged that video conferencing is used to support lessons and tutorials where appropriate. All Zoom sessions will be automatically recorded and stored.

Each school has provided specific guidance for Distance Learning to all relevant staff and this guidance must be followed at all times.
Some pupils may request non-recorded 1:1 meetings to discuss their own concerns. These may go ahead without being recorded and details of the meeting **MUST** be added to CPOMS.

The College recognises that some pupils may not have access to Google and they will be permitted to use their personal email address once parents have provided confirmation that they are happy for this to take place. Staff must continue to contact these pupils via the College's staff email accounts only.

The College will produce regular support and updates to parents to ensure that all pupils remain safe online whilst Distance Learning is taking place. The College website has links to recommended support for parents and this will be regularly reviewed and updated.

## Supporting children not in school

Clifton 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 school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a detailed record of contact that has been made, this includes emails, text messages, telephone notes, etc.

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

Clifton College and its DSLs 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 and directly with pupils and parents via email.

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

Clifton 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 CPOMS.

## Supporting children in school including mental health and wellbeing

**How Clifton College will look after children's mental health and wellbeing.**

In England, the Department for Education (DfE)'s guidance highlights that some children and young people will have been exposed to a range of trauma and adversity during the pandemic, which may lead to an increase in social, emotional and mental health concerns. There may also be an impact on children's behaviour (DfE, 2020a; 2020b).

Clifton College will use risk assessments to identify any additional support that children and young people with an education, health and care (EHC) plan may need. Risk assessments should incorporate the views of the child. The local authority should be involved in the risk assessment along with the child's social worker or local authority virtual school head where appropriate (DfE, 2020b).

The DfE has launched the Wellbeing for education return programme, which provides training and resources to help school staff respond to the children's wellbeing and mental health needs as a result of coronavirus (DfE, 2020a; 2020b). The DfE has also published a range of resources to help teachers support children's mental health and wellbeing, including a free webinar and a training module on mental wellbeing. Teachers can also access the free MindEd learning platform to find resources on peer support, stress, bereavement fear and trauma (DfE, 2020a; 2020b). The DfE has published additional guidance for parents and carers on how they can support children's mental health and wellbeing (DfE, 2020n). We encourage you to make use of these resources.

Department for Education (DfE) (2020n) COVID-19: guidance on supporting children and young people's mental health and wellbeing.

https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing

**https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak**

Clifton College is committed to ensuring the safety and wellbeing of all its pupils.

Clifton 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 Clifton College has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Senior Management/Leadership Team.

## Peer on Peer Abuse

Clifton 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 Clifton College Safeguarding and Protecting Children Policy.

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

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

## Support from Clifton College

The Clifton College Safeguarding Team will provide support and guidance as appropriate to enable all staff to carry out their role effectively.

This includes, remotely accessing Child Protection files on CPOMS for the purpose of quality assurance, support, guidance and direction.

The College will also provide regular group and individual supervision sessions for the Safeguarding team. This may take the form of an online meeting; minutes of these meetings will be recorded.

## Early Years Foundation Stage

**Implementing social distancing measures at Clifton College**

In England, Nurseries have been asked to continue childcare provision. The DfE has published guidance on social distancing for schools and childcare settings. The DfE has also published guidance on implementing protective measures in education and childcare settings.

**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf**