

# NORWICH STEINER SCHOOL

[www.norwichsteinerschool.co.uk](http://www.norwichsteinerschool.co.uk) Tel: 01603 611175

## Arrangements for Safeguarding and Child Protection during COVID- 19

Revised 18/1/2021

This guidance has been developed to give clear guidance about our safeguarding procedures in light of the current national and local situation and contains additional information about safeguarding arrangements in the following areas:

1. Context
2. Key Contact Information
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Staff Safeguarding Training and induction
8. Safer recruitment/volunteers
9. Children Moving Schools
10. Mental Health
11. Online Safety

### 1 Context

From 5<sup>th</sup> January 2021 parents were asked once again to keep their children at home, wherever possible, and for schools to remain open 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.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

This guidance will be kept under review as circumstances continue to evolve in line with national and local guidance and should be read in conjunction with the full policy document.

**All staff must understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people remain the same. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to regarding both children in school and those who may remain at home. Staff may identify new safeguarding concerns about individual children as they see them in person following partial school closures and if this is the case they should act immediately, following the school's procedures and contacting a DSL.**

### 2. Key Contact Information:

Role	Name	Contact details incl. those when working remotely:
Designated Safeguarding Lead (DSL)	Jacqui Armour	07570 849103 jacqui@norwichsteinerschool.co.uk
Deputy DSL	Sarah Brocklehurst	07752 558308 sarahb@norwichsteinerchool.co.uk
Deputy DSL	Naomi Pratt	07749 762587 naomi@norwichsteinerschool.co.uk
Nominated Senior Leader in the absence of a trained DSL	Sandie Tolhurst	07549 651016 sandie@norwichsteinerschool.co.uk
Named Safeguarding Governor	Ann Swain	07887 752747 ann@norwichsteinerschool.co.uk

### 3. Providing School places for Vulnerable Children

Our Designated Safeguarding Leads and School Administrator will continue to work with children's social workers to help protect vulnerable children. Our Designated Safeguarding Leads know who our most vulnerable children are. As a school, we have the flexibility to offer a place to other pupils we identify as being vulnerable and who may be on the edge of receiving children's social care support.

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There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at increased risk. If a parent does not wish their child to attend, the social worker and school staff will explore the reasons for this with the parent. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will risk assess the needs of pupils with an EHC plan in consultation with the Local Authority and parents, to decide whether they can safely have their needs met at home or need to continue to be offered a school place.

#### 4. Attendance monitoring

In line with the DfE guidance, '[Recording the attendance in the school attendance register during the coronavirus outbreak](#)', we will resume taking an attendance register using the appropriate codes to [record attendance and absence](#) in the attendance register. We will submit daily attendance figures to the DfE using the [educational setting status form](#) by midday every day.

Our DSLs will continue to liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. Staff will seek advice and guidance from the Local Authority Attendance Team as appropriate. School staff will then follow up on any pupil that we were expecting to attend, who does not in line with our usual attendance procedures. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. The school secretary will contact the parents by telephone, and the school's attendance policy will be followed.

In all circumstances where a vulnerable child does not take up their place at school, or fails to attend as expected, school staff will notify the child's allocated social worker and agree a plan to contact the family.

To enable us to effectively support the attendance of all children, we will ask parents/carers to confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

#### 5. The Designated Safeguarding Lead

We will ensure that all staff know how to contact and have access to advice from a DSL. We aim to have a trained DSL (or deputy) on site when school is open. Where this is not possible, the School Administrator will take responsibility for co-ordinating safeguarding arrangements on-site and a DSL will be available to be contacted via phone or online video.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) and guidance from the LA, continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

#### 6 Remote education

At Norwich Steiner School we will give clear guidance to all our staff who are providing remote education about appropriate use of devices and ensure there are clear parameters about what contact with pupils should look like in order for children and staff to be kept safe. Staff are reminded that when engaging with pupils and / or parents online they have a responsibility to model safe practice at all times.

We have clearly articulated to staff about where and when they will be delivering remote education and have also shared expectations with parents and carers about the school's approach to lessons and how their child(ren) should be accessing these.

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## 6. Procedures for Reporting Concerns

During this time when the majority of children will not be physically attending school, staff are reminded of the need to **report any concern immediately**, in line with our usual procedures. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. 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. Staff with concerns should ring a DSL to discuss them. Recording forms are available via Google Classroom, but if a staff member cannot access a form the DSL will complete the safeguarding concern form and take appropriate action.

Staff are also reminded of the need to adhere to our Staff Code of Conduct and safer working practice [guidance](#). Staff should continue to report any concerns they have about adults who are working with children in line with Section 12 of the safeguarding policy.

## 7. Staff Training and induction

All existing staff and volunteers have received a safeguarding induction and training. They have read part 1 of Keeping Children Safe in Education (2020) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the safeguarding policy and will communicate any new local arrangements, so they know what to do if they are worried about a child. Where new staff are recruited, they will continue to be provided with a safeguarding induction.

## 8. Safer recruitment of staff & volunteers

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, we will continue to follow our safer recruitment policy, and Part 3 of Keeping Children Safe in Education (2020). If we use volunteers in our school, we will continue to follow the checking and risk assessment processes as set out in paragraphs 167 to 172 of KCSIE and our own safer recruitment and selection policy. We will not have any volunteers in the school during this time.

We 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 in accordance with 'Keeping Children Safe in Education' (2020). We will also continue to make referrals to the Teaching Regulation Agency (TRA) in line with statutory guidance and understand that during the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

It is essential from a safeguarding perspective that, on any given day, we are aware of which staff will be in the school, and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date, to indicate which staff are only working from home, which staff are furloughed and which may be providing teaching or other support to the children attending school.

## 9. Children moving schools and colleges

Whilst we will endeavour to keep our school open, in some circumstances our pupils may need to attend another setting. If this is the case a DSL or the School Administrator will contact the DSL at the receiving school as soon as possible to provide any relevant welfare and child protection information including any arrangements in place to support them.

## 10. Mental health

At Norwich Steiner School we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents.

We will ensure that staff understand that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. DSLs will make reference to the DfE guidance [Mental health and behaviour in schools](#) to help identify children who might need additional support, and to put this support in place.

We will consider the provision of pastoral and extra-curricular activities to all pupils, including those learning at home (for example through online activities and assemblies), designed to:

- Support social engagement and maintaining friendships
- Address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- Support pupils with approaches to improving their physical and mental wellbeing

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Our DSLs are aware of the support services available to staff, children and families both locally and nationally and will signpost and / or make referrals as appropriate.

## 11 Online Safety

It is important to continue to provide a safe online environment for those who remain at home. All staff who interact with children, including online, should 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 continue to be made to children's social care and as required the police. We will continue to ensure that appropriate systems are in place at school. **The same principles as set out in our staff code of conduct must continue to be applied to all online teaching.** All staff should ensure that they have read the staff code of conduct and associated safer working practice guidance <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf> and the addendum <https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-1.pdf> and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will ensure that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes to key school staff, we will also signpost children to age appropriate practical support from external organisations such as:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

We will communicate with parents to reinforce the importance of children being safe online and ensure that they are aware of what their children are being asked to do online, including the sites they will be asked to access as well as who from the school their child is going to be interacting with online.

We will signpost parents and carers to advice what will help them keep their children safe online.