

## **JIGSAW COVID19 Safeguarding Policy Addendum**

### **COVID-19 school closure arrangements for Safeguarding and Child Protection**

**Prepared By:** Jayne Lobley

**Date Adopted:** April 2020

**Job Title:** Designated Safeguarding Lead

**Status:** Statutory

**Authorised By:** Emma Hawkins

**Ratified:** April 2020

**Job Title:** Director of Education

**Version:** 1.1

## **Context**

From 20<sup>th</sup> 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 continue 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.

During these exceptional circumstances our legal duties to safeguard pupils remain in place whether the pupil is attending school or remaining at home.

This sub-section of the Jigsaw School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b><i>Context</i></b> .....	<b>2</b>
<b><i>Vulnerable children</i></b> .....	<b>3</b>
<b><i>Critical workers</i></b> .....	<b>4</b>
<b><i>Attendance monitoring</i></b> .....	<b>4</b>
<b><i>Designated Safeguarding Lead</i></b> .....	<b>5</b>
<b><i>Reporting a concern</i></b> .....	<b>5</b>
<b><i>Safeguarding Training and induction</i></b> .....	<b>6</b>
<b><i>Safer recruitment/volunteers and movement of staff</i></b> .....	<b>6</b>
<b><i>Online safety in schools and colleges</i></b> .....	<b>7</b>
<b><i>Children and online safety away from school and college</i></b> .....	<b>7</b>
<b><i>Supporting children not in school</i></b> .....	<b>7</b>
<b><i>Supporting children in school</i></b> .....	<b>8</b>
<b><i>Peer on Peer Abuse</i></b> .....	<b>8</b>

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

## Key contacts

Role	Name	Contact number	Email
			<a href="mailto:dsl@jigsawschool.co.uk">dsl@jigsawschool.co.uk</a> or
Designated Safeguarding Lead (DSL)	Jayne Lobley	01483 273874	<a href="mailto:Jaynelobley@jigsawschool.co.uk">Jaynelobley@jigsawschool.co.uk</a>
Deputy DSL	Edi Middleton (Parent Liaison Officer)	01483 273874	<a href="mailto:Edimiddleton@jigsawschool.co.uk">Edimiddleton@jigsawschool.co.uk</a>
Deputy DSL	Jane Jones (Medication and Welfare Officer)	01483 273874	<a href="mailto:Janejones@jigsawschool.co.uk">Janejones@jigsawschool.co.uk</a>
Director of Education	Emma Hawkins	01483 273874	<a href="mailto:Emmahawkins@jigsawschool.co.uk">Emmahawkins@jigsawschool.co.uk</a>
Safeguarding governor	Laura Craven		<a href="mailto:lauracraven@jigsawtrust.co.uk">lauracraven@jigsawtrust.co.uk</a>
Chair of Governors	Jo Russell		<a href="mailto:Jorussell@jigsawtrust.co.uk">Jorussell@jigsawtrust.co.uk</a>
CEO	Kate Grant		<a href="mailto:Kategrant@jigsawtrust.co.uk">Kategrant@jigsawtrust.co.uk</a>

## 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 in consultation with the local authority (LA) and parents, 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 children and 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 DSL (and deputy) know who the most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

Jigsaw 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 local authority virtual school head (VSH) for looked-after and previously looked-after children.

### **Critical workers**

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If the school cannot remain open, due to staff illness or self-isolation, or if there is only one child who needs that care, the local authority Surrey County Council and / or the relevant placing authority who are responsible for arranging for the child/ren to be cared for in an alternative setting that can meet their needs will be notified.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

### **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.

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 and/or there is a formal agreement with the Social Worker. 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 Jigsaw School will explore the reasons for this directly with the parent. The school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that have been put in place around safeguarding this child. Jigsaw School and social workers will agree with families whether children in need should be attending school –In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Jigsaw School will notify their social worker, and follow the local authority reporting mechanism.

Jigsaw School is legally required to contact parents/guardians of pupils who do not attend school as part of the safeguarding duties and measures set out by the government. The frequency and method of contact will vary from pupil to pupil and will be agreed as part of the risk assessment carried out jointly by the school, placing authority/social worker and parents/guardians. Parents/guardians have legal duties to respond to school correspondence and report any issues or concerns regarding attendance, safety and welfare in a timely manner. This includes whether the pupil is ill, if they have sustained any injuries, home learning progress and difficulties, any changes in behaviour and wellbeing which may have an impact on the family and caring for the pupil at home. The risk assessment will be reviewed periodically to reflect any changes in pupil's circumstances. The frequency of contact will also increase with the level of risk and may increase from less direct (email) to more direct (phone call) and in some cases video calls.

If Jigsaw School has any children in attendance (e.g. because they are vulnerable and/or the children of critical workers) the daily attendance sheet will be submitted to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, the return will be completed once as requested by the DfE.

## **Designated Safeguarding Lead**

Jigsaw School has a Designated Safeguarding Lead and a number of Deputy Designated Safeguarding Leads – these are named on the front sheet.

The school will endeavour to have a trained DSL or deputy available on site at all times when pupils are present. 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 the child protection online management system, liaising with the offsite DSL (or deputy) and, if 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 or college.

Whatever the scenario, it is important that all Jigsaw School 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 contact them.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school safeguarding policy, this includes making a report via the online system School Pod which can be done remotely.

In the unlikely event that a member of staff has a concern about a child but cannot access the recording system, they should telephone the Designated Safeguarding Lead and / or a deputy DSL. This will ensure that the concern is received. Staff must not just leave an answerphone message.

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, they should report the concern to the headteacher immediately. If there is cause to make a notification to the headteacher whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the headteacher is not contactable, the member of staff should contact either the DSL or the Deputy Head, Mariann Szabo.

Concerns about the Headteacher should be directed to the Chair of Governors, Jo Russell. If the Chair of Governors is not available, then the LADO (Local Authority Designated Officer) should be contacted directly – 0300 123 1650 option 3, email [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

There may be situations when the Headteacher or Chair of Governors will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.

Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO and following consultation and advice from the LADO inform the parents of the allegation unless there is a good reason not to. In liaison with the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2019) and the SSCP (Surrey Safeguarding Children Partnership) procedures.

### **Safeguarding Training and induction**

DSL training is very unlikely to take place during this period.

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 school staff have had safeguarding training and have read at least part 1 of Keeping Children Safe in Education (KCSIE) 2019. The Designated Safeguarding Lead 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 Jigsaw School, they will continue to be provided with a safeguarding induction.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. Where Jigsaw School receive staff from another school, Jigsaw School will judge, on a case-by-case basis, the level of safeguarding induction required. As a minimum, the visiting professional(s) will be provided with a copy of Jigsaw's safeguarding / child protection policy and the name and contact details of the DSL and deputy DSLs.

### **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, Jigsaw School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

If staff are deployed from another education or children's workforce setting to our school, Jigsaw School 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 (and / or adult barred list check where relevant)
- there are no known concerns about the individual's suitability to work with children (or adults at risk, where relevant)
- there is no ongoing disciplinary investigation relating to that individual

Where Jigsaw School are utilising volunteers, the school 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.

Jigsaw School will continue to comply with 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.

Jigsaw School 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](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff/volunteers will be in the school or college and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Jigsaw School 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**

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

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

## **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 safeguarding and 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 school's staff code of conduct.

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

## **Supporting children not in school**

Jigsaw School is committed to ensuring the safety and wellbeing of all its students.

The Designated Safeguarding Lead will ensure that a robust communication plan is in place for each child, their parent(s) / carers and the allocated social worker or placing authority.

Details of this communication plan must be recorded, as should a record of any contact made.

Jigsaw School and its Designated Safeguarding Lead will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate, taking into account the local criteria for action.

In addition, the school will share safeguarding messages with parents and guardians.

Jigsaw School recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Staff at Jigsaw School will be aware of this in setting expectations of pupils' work where they are at home.

Jigsaw School will ensure that if the school is unable to care for the child/ren of critical workers, and vulnerable children on site, the school will liaise with the placing local authority and the parent / carer to find a suitable alternative; e.g, at a 'hub' school or via a multi-disciplinary package of support. In that situation, the DSL will ensure that the DSL of the hub school / lead practitioner is made aware of any relevant safeguarding information relating to a child.

### **Supporting children in school**

Jigsaw School is committed to ensuring the safety and wellbeing of all its pupils.

Jigsaw School will continue to be a safe space for all children to attend and flourish. The Director of Education will ensure that appropriate staff are on site, including cancellation of external providers and non- essential visitors, and staff to pupil ratio numbers are appropriate, maximising safety.

Jigsaw School 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 coronavirus.

Jigsaw School will ensure that where the school cares for children of critical workers, and vulnerable children on site, the school will ensure appropriate support is in place for them. This will be bespoke to each child and recorded on their safeguarding record as appropriate.

### **Peer on Peer Abuse**

Jigsaw School 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 school's safeguarding & child protection policy.

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

**All** concerns and actions taken must be recorded and appropriate referrals made.

---

**All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.**

**If staff are working from home, they will be asked to email confirming the above.**