



# The Mall School

## **COVID-19 school closure arrangements for Safeguarding and Child Protection at The Mall School**

This addendum of the Mall School Safeguarding policy and child protection procedures contains details of our individual safeguarding arrangements in the following areas:

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**1. Context**

Keeping Children Safe in Education remains in force throughout the response to coronavirus (COVID-19).

This policy outlines procedures in place in the event of school closure, that is, when parents are asked to keep their children at home wherever possible. In these circumstances, schools will follow government guidelines, but may remain open only for those children of workers critical to the COVID-19 response, who absolutely need to attend.

In such circumstances, schools and all childcare providers will be 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.

## 2. Key contacts

Role	Name	Contact Number	Email
DSL	Martyn Miller		<a href="mailto:Pastoral@themallschool.org.uk">Pastoral@themallschool.org.uk</a>
Deputy DSL	Debi Wright		<a href="mailto:SENCO@themallschool.org.uk">SENCO@themallschool.org.uk</a>
Headmaster	David Price		<a href="mailto:Headmaster@themallschool.org.uk">Headmaster@themallschool.org.uk</a>
Chair of Governors	Rupert Walker		<a href="mailto:popesgrove@blueyonder.co.uk">popesgrove@blueyonder.co.uk</a>
Safeguarding Governor	Owen Morris		<a href="mailto:O.Morris@hamptonschool.org.uk">O.Morris@hamptonschool.org.uk</a>
AfC Education Safeguarding Adviser	Linda Sheehan	07774686362	<a href="mailto:linda.sheehan@achievingforchildren.org.uk">linda.sheehan@achievingforchildren.org.uk</a>
AfC Adviser for Online Services and Safety	Peter Cowley	07595173975	<a href="mailto:peter.cowley@achievingforchildren.org.uk">peter.cowley@achievingforchildren.org.uk</a>
AfC Virtual School Headteacher	Suzanne Parrott	07827895894	<a href="mailto:suzanne.parrott@achievingforchildren.org.uk">suzanne.parrott@achievingforchildren.org.uk</a>

To support schools with the new guidance issued by the DfE on 30 December, Education Welfare has set up a help line. Please speak with the duty EWO before making any referrals for Education Welfare to the Single Point of Access.

10am - 1pm	Numbers	EWOs
Monday	07714 775416 07802 336974	Claire Small Joanna Williams
Tuesday	07469 100507 07714 775416	Rachel Barnes Paul Nicola
Wednesday	07824498125 07714 775413	Peta Wade Laura Budgen
Thursday	07514621955 07786274522	Esther Schofield Alison Bolster
Friday	07714 775416 07514 621959	Claire Small Lisa Stevens

or email - [ews@achievingforchildren.org.uk](mailto:ews@achievingforchildren.org.uk).

**SPA:** 020 8547 5008

**Out of Hours:** 020 8770 5000

**LADO:** 020 8891 7370  
07774332675  
[lado@achievingforchildren.org.uk](mailto:lado@achievingforchildren.org.uk)

Details of other contacts and other local authorities can be found in the Safeguarding Policy.

### 3. 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 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. Many children and young people with EHC plans can safely remain at home.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

The Mall 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.

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 The Mall School will explore the reasons for this directly with the parent.

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

The Mall School will encourage our vulnerable children and young people to attend school, including remotely if needed. The Designated Safeguarding Lead (and deputy), working with the class teachers, know who our most vulnerable children are. Vulnerable pupils will be supported in a range of ways, depending on their individual circumstances.

- They may be offered the opportunity to attend onsite educational provision that we continue to provide for the children of key workers, as well as for vulnerable children.
- Pastoral support will be offered to pupils attending School remotely, through *Teams* conferencing, registration sessions, PSHE lessons, bubble assemblies, emails and phone calls by class teachers.
- Contact will be made with the parents of vulnerable children, by class teachers, to check on pupil wellbeing.
- Counselling, via email, phone call or online *Teams* conferencing, will also be offered as deemed age appropriate

The Designated Safeguarding Lead and SENCO will maintain an overview of the vulnerable children at the school, ensuring that they are supported appropriately during remote learning.

#### **4. 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 while school sites are in closure, though the School will complete the Government's daily online attendance form and supply any information regarding attendance requested by Achieving for Children.

The Mall School and social workers will agree with parents whether children in need should be attending school, and the School will then follow up on any pupil who was expected to attend and who does not. The Mall School will also follow up with any parent who has arranged care for their son(s) and they subsequently do not attend.

Class teachers will take the register in the morning (at 8:30am) and afternoon (at 2:00pm) each week day. If they are in school, as the son of a key worker or classed as vulnerable they will be marked present. If they are at home but attending virtually they will be recorded as 'Educated off site (NOT Dual registration)'. If a boy does not attend registration at either of these two points then the parents will be contacted

To support the above, The Mall School will, when communicating with parents, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, The Mall School will notify their social worker.

#### **5. Designated Safeguarding Lead**

The Mall School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. These are named in the table in Section 2 'Key Contacts'.

During term time, the DSL will be available on-site every day. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home. In addition, a senior leader will assume responsibility for co-ordinating safeguarding on site and staff will be informed. This might include updating and managing access the pastoral log and liaising with the offsite DSL (or deputy) and as required liaising with any social workers where they require access to children in need and/or to carry out statutory assessments at the school.

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

#### **6. Reporting a concern**

(a) Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy and contact the DSL. Staff are reminded of the need to report any concern immediately and without delay. At The Mall School, this should be done by emailing:

[pastoral@themallschool.org.uk](mailto:pastoral@themallschool.org.uk). Any member of staff wanting to discuss a potential safeguarding concern should use this email address

(b) Where staff are concerned about an adult working with children in the school, they should report the concern to the Headmaster. If there is a requirement to make a notification to the Headmaster whilst away from school, this should be done verbally and followed up with an email to the Headmaster.

Concerns around the Headmaster should be directed to the Chair of Governors: Rupert Walker.

## **7. 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. However, both DSL and deputy DSL have undertaken their refresher training

All existing school staff have had 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 The Mall School, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's safeguarding policy (child protection procedures are contained within), the staff handbook, a copy of KCSiE 2020 and confirmation of DSL arrangements.

## **8. 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 Mall School 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 (2020) (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 Mall School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSiE (2020).

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. The Mall School 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 (2020).

The Mall 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 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Mall School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2020).

## **9. Online safety**

The School's Online Safety Lead is The DSL, Martyn Miller, working closely with Serge Lang (Head of IT) and Darren McNicholls (IT Technician). If these individuals are unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

The Mall School will continue to provide a safe online experience, this includes:

- the use of an appropriate online filtering system when web browsing
- the school has appropriate and compliant data management systems in place
- appropriate adult supervision during lessons
- checks made on recommended resources

Teachers understand how to keep children safe online during remote learning, staff and pupils are aware of how to spot potential wellbeing or mental health issues and how to respond. There is regular communication with all pupils, having two registration sessions with class teacher, live lessons with subject teachers, 1:1 sessions with class teacher, music teachers or other peripatetic staff; and via assemblies with the headmaster.

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

We have clear safeguarding protocols in place and these have been issued to parents and pupils. These include clear rules for behaviour during remote lessons which pupils and teachers know and clear rules outside of live lessons which are monitored and enforced by teachers.

### **Protocol for Remote Learning**

Boys must:

- wear school uniform;
- check Teams daily to register and to check any new posts or assignments for each subject;
- be on time and follow the timetable for live lessons;
- be seated at a table or desk with all items needed for learning before the lesson starts;
- ensure their device is charged;
- have their camera on and mute their microphone;
- raise their hand using the icon;
- seek help if they need it from teachers;
- alert teachers if they are not able to complete work;

- be contactable during the school day;
- submit work as directed by the deadline set by teachers and, if requested, upload assignments to Teams for feedback;
- be sensible and well behaved, as they would be in school.

Boys will stay safe by:

- using technology at home with the permission of their parents;
- understanding that when using applications provided by the school, individual use can be monitored and logged;
- never revealing their passwords to anyone;
- reporting any offensive material to a teacher or a parent immediately;
- not recording or taking photos of classmates or teachers during live lessons, nor share lessons publicly;
- being responsible for their behaviour and actions when using technology, including resources accessed and the language used;
- understanding that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents contacted.

Parents are asked to:

- make the school aware if their son is sick or otherwise cannot complete work;
- seek help from the school if they need it;
- be respectful when making any concerns known to staff.

Please note that teaching staff start work at 8am and finish at 5pm. Emails sent or work submitted outside of these times may not be dealt with until the next working day.

## **11. Supporting children not in school**

The Mall School is committed to ensuring the safety and wellbeing of all its pupils. With the vast majority of pupils accessing their schooling remotely, it is very important that the school continues to provide pastoral care for all its pupils.

At The Mall School, each week there will be the following pastoral points of contact:

- Registration session in the morning and afternoon with class teacher
- Headmaster setting a Mallian award for all boys to enter over a weekend or a week.
- Weekly PSHE lesson with class teacher
- Online 'bubble' Assembly with the Headmaster
- House Competitions
- For confidential support, pupils can use the 'Class Notes' area in their class *Team*.

Where the DSL has identified a pupil 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 individual. Details of this plan must be recorded, as should a record of contact have made.



The communication plans can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. The Mall School 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 school will share safeguarding messages on its website and social media pages.

The Mall School 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. Teachers at The Mall School need to be aware of this in setting expectations of pupils' work where they are at home.

## **12. Supporting children in school**

The Mall School is committed to ensuring the safety and wellbeing of all its students. To maximize safety, the Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate.

The Mall 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 COVID19.

The Mall School will ensure that where we care for children of critical workers and vulnerable children on site we will ensure appropriate support is in place for them.

## **13. Peer on Peer Abuse**

The Mall School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

The school will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding Policy if a report of peer on peer abuse is received.

The school will listen and work with the pupils, parents and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded and appropriate referrals made.