



Policy/Procedure Name:	COVID-19 – Treloar’s arrangements for Safeguarding and Child Protection (v2)
Policy/Procedure Number:	SMT064
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Policy/Procedure Author:	Head of Safeguarding
Policy/Procedure Owner:	Principal
Management Committee Approved By:	Senior Management Team
Governor Committee/Trustee Committee (where appropriate) Approved By:	Quality and Performance Committee
For Action By:	All Staff
For Information to:	All staff, students and others stakeholders (published on Intranet and Website)
Approval requested to upload on the Treloar Website:	Yes X (tick if requested)

Aim of Policy

The aim of this policy is to set out how Treloar's School and College will ensure that all students are safeguarded from harm in line with statute, regulation, guidance, national minimum standards and good practice.

Context & Aim of Policy

From 20th March 2020 parents across the UK were asked to keep their children at home, wherever possible, and for schools or colleges 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.

This policy must be read in conjunction with both SMT 020 Safeguarding Children and Adults with Care and Support Needs Policy and Procedure, and Keeping Children Safe in Education (2019).

This addendum to the Treloar’s Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

TRELOAR SAFEGUARDING LINE (24 hours, 365 days):

07825262418

Role	Name	Contact number
Designated Safeguarding Lead	Ben Baxter	0790 999 7046
Principal / Deputy DSL	Martin Ingram	0791 701 3647
On-Call Residential Manager	Either: Helen Goodenough Julie Bodnar Alison Musgrave Mandy Wells Jessica Hall Mary Willmott	07736 080 220

Vulnerable students

Vulnerable students 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 our most vulnerable students are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

Treloar's will continue to work with and support social workers to help protect vulnerable students. This includes working with and supporting 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:

Ben Baxter, Head of Safeguarding

Critical workers

Although HM Government is clear that students 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 Treloar's would not normally be open, including the school holidays. If Treloar's cannot remain open, due to staff illness or self-isolation, we will notify our local authority (Hampshire) 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.

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.

Treloar's and social workers will agree with families whether students in need should be attending school – Treloar's will then follow up on any pupil that they were expecting to attend, who does not. Treloar's will also follow up with any 'critical worker' parent or carer who has arranged care for their child(ren) but the child(ren) subsequently do(es) not attend.

To support the above, Treloar's will, when communicating with parents, carers and allocated social workers / placing authorities, 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//young person does not take up their place at school/college, or discontinues, Treloar's will notify their social worker, or SEN team if they do not have an allocated social worker.

If Treloar's has any students in attendance (e.g. because they are vulnerable, the children of critical workers or because they are residential students who were not able to return home) we will submit the daily attendance sheet to the DfE by 12 noon -

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

If the school and college has closed, we will complete the return once as requested by the DfE.

Designated Safeguarding Lead

Treloar's has a Designated Safeguarding Lead and a Deputy Designated Safeguarding Lead – these are named on the front sheet.

We 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.

Whatever the scenario, it is important that all Treloar's staff and volunteers have access to a trained DSL or deputy. As always, if staff have any concerns they should call the Safeguarding number on 07825 262 418.

Reporting a concern

Where staff have a concern about a student, they should continue to follow the process outlined in the school safeguarding policy - telephone the Designated Safeguarding Lead on 07825 262 418. This will ensure that the concern is received and dealt with.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with students in the school or college, they should ensure students are safe and report the concern to the Head of Safeguarding immediately on 07825 262 418.

Concerns about the Principal or Head Teacher should be directed to the Head of Safeguarding.

Concerns about the Head of Safeguarding should be directed to the Principal, or the Chief Executive.

Whistleblowing

We continue to encourage all staff to raise concerns. Where staff note a concern or poor practice there is the expectation that this will be raised as soon as possible, ideally with the shift leader or manager responsible at that time.

Where this is not possible it should be raised with another manager or with the Head of Safeguarding as soon as possible. If a member of staff is still uncertain about who to raise this with they should contact the HR department who may be able to support in identifying this.

Our normal whistleblowing procedure continues to apply, with this guidance only serving to enhance and clarify the need for prompt raising of concerns where they can be best addressed.

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 (due Autumn 2020 for DSL and Deputy DSL)

All existing Treloar's staff have had safeguarding training and have read at least part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead will 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 Treloar's, they will continue to be provided with a safeguarding induction.

The existing Treloar's workforce may move between schools and college on a temporary basis in response to COVID-19. Where Treloar's receive staff from another school or education setting, we 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 our 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 or adults with care and support needs. When recruiting new staff, Treloar's 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 or 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 (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 Treloar's 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.

Treloar's 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.

Treloar's 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 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, Treloar's 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

Treloar's 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 or college, appropriate supervision will be in place.

Students and online safety away from school and college

It is important that all staff who interact with students, including online, continue to look out for signs a child or adult with care and support needs may be at risk. Any such concerns should be dealt with as per the safeguarding policy and where appropriate referrals should still be made to social care and as required the police.

Online teaching should follow the same principles as set out in the school's or college's staff code of conduct.

Treloar's will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. If in doubt please contact the TechHub.

Please also see Treloar's Guide to Remote Working.

Supporting students not in School or College

Treloar's is committed to ensuring the safety and wellbeing of all its students.

Each student's Progress and Transition Coordinator (PTC) 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. A member of the Senior Management Team will check this communication regularly to ensure that it is occurring, and to identify any issues.

Details of this communication plan must be recorded on Databridge, as should a record of any contact made by the students PTC and Education team. Records of communication for Therapist, Nurses and Residential Staff will be recorded on CareSys.

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

Treloar's 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.

Treloar's recognises that school and college 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. Teachers and pastoral staff at Treloar's will be aware of this in setting expectations of pupils' work where they are at home.

Treloar's will ensure that if we are unable to care for the child/ren of critical workers, residential pupils and vulnerable students on site, we 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.

As we go forward we anticipate that there will be further requests for support, help and/or advice for our students and their families. As such, we need to ensure that we are managing these consistently, fairly and recording this appropriately.

If you have feel that a student or family need additional support we would like you to complete a Student Concern form (attached) and send it to Admissions@treloar.org.uk using the subject title ' Student Concern – NAME OF STUDENT'. This email address will be monitored (and can be accessed) throughout the day. All forms will be triaged and a 'screening' call will be made to the family/student by a small team of people (Emma Simmonds, Sarah Morey, Maria Sherwood and Julie Lowe). We will gather any further information we need ahead of that call from you if necessary.

Once the 'screening' call has taken place these will be discussed with a core panel of staff, who will meet three times per week (during the current situation). We will make decisions using individual risk assessments and following Public Health England guidance to see what we *can* do. The first step is to always ensure the LA are supporting and providing, this may need additional prompting from us! We may need to review the support we are providing, including how and where. This may include a home visit and/or assessment. **All** avenues will be explored but it is very important for our students' and families to understand that the risk of contracting COVID-19 is far reduced by them staying at home, in line with Government advice.

Anything requiring urgent attention, or which may be a safeguarding concern, should be called through to 07825262418 as soon as possible.

Supporting students in School & College

Treloar's is committed to ensuring the safety and wellbeing of all its students.

Treloar's will continue to be a safe space for all students to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, maximising safety.

Treloar's 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. All staff should continue to follow Infection Prevention and Control policies and procedures, and if unsure should seek advice from the Treloar Health Centre.

Treloar's will ensure that where we care for children of critical workers, residential pupils and vulnerable students on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on their pastoral or safeguarding record as appropriate.

Please also see the Treloar Health Centre Interim Standard Operating Procedure for Pandemic, as this contains extensive guidance and procedure for ensuring student and staff safety at Treloar, including provision and use of Personal Protective Equipment.

Emotional Health

We are aware that this will be a time of worry and disruption for students, families and staff.

[Government guidance](#) is available with information on how to support yourself and others.

The Treloar Counselling Psychotherapies team is able to offer emotional and psychological support to students and carers where appropriate. Where a need for this is identified any member of staff should contact Ben Baxter on 07909997046 or ben.baxter@treloar.org.uk

The NSPCC also has a useful guide on how to talk to children about Coronavirus:

<https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/depression-anxiety-mental-health/>

https://search3.openobjects.com/mediamanager/surrey/fsd/files/worry_and_anxiety.pdf

If there are concerns that a student (on or off-site) may pose a risk to themselves or others due to their emotional health needs inform the Head of Safeguarding immediately on 07825 262 418.

Peer on Peer Abuse

Treloar's recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

If we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Treloar's safeguarding & child protection policy.

Treloar's 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 reported to the Head of Safeguarding who will keep records and ensure appropriate referrals made.

Links with Other Policies and Procedures

- SMT 020 Safeguarding Children and Adults with Care and Support Needs Policy and Procedure
- Managing allegations against pupils (“peer on peer abuse”)
- Disciplinary and Capability Procedures
- Whistle Blowing Policy
- Treloar Behaviour and Sanctions Policy
- Restraint Policy
- Deprivation of Liberty Safeguards – Practice and Procedures
- Sexuality and Further Education (SAFE)
- Recruitment Policy and Procedures
- Safer Working Practice & Code of Conduct
- Confidentiality and Disclosure of Information
- Harassment and Bullying Policy
- Supervision Policy
- DBS Policy
- Esafety Policy
- Anti bullying policy
- Looked after children policy
- Missing Student Policy
- Visitors and Guest Speakers Policy
- Mental Capacity Act Policy
- Interim Statement of Purpose for pandemic (Health Centre)

Communication Requirements

How will the Policy/procedure be communicated:	Sharepoint School and College Briefings Team meetings Safeguarding Training
Who will ensure the above communication is carried out:	Head of Safeguarding Managers
Do the changes made to this policy/procedure affect any other policies/procedures? If yes, has this been communicated to the policy/procedure author/owner	No

Monitoring and Review

The effectiveness of the policy will be monitored through safeguarding Quality Assurance processes.

It will be updated in line with any additional government guidance, or that from our local safeguarding partners.

Revision History

Not applicable – new policy

Further sources of information:-

- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Care Act Guidance 2014
- Mental Capacity Act 2005 Code of Practice
- HASB Safeguarding Policy
- HSCP Child Protection Procedures
- What to do if you are worried a child is being abused

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.