



Annex I

COVID-19 School Closure Arrangements for Safeguarding and Child Protection at The Mount School York

Context

This annex is to be read in conjunction with the Mount School York's Safeguarding and Child Protection Policy and is only applicable during this period of current enforced school closure.

From 20 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. The Mount School York will agree with parents whether their child should be attending school.

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.

The Mount School York will submit whatever attendance sheets are required by the DfE.

The Mount School York will follow up on any pupil that they were expecting to attend, who does not, by telephoning their parents.

Designated Safeguarding Lead

On each day, the staff on site will be made aware of who the Designated Safeguarding Lead is and how to contact them. The optimal scenario is to have a trained DSL (or Deputy) available on site. Where this is not the case a trained DSL (or Deputy) will be available to be contacted via phone.

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.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School's Safeguarding and Child Protection Policy. 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 Principal. If there is a requirement to make a notification to the Principal whilst away from School, this should be done verbally and followed up with an email to the Principal.

Safeguarding Training and Induction

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, which is unlikely to be running.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019) (KCSIE). 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 Mount School York, they will continue to be provided with a safeguarding induction.

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 Mount School York 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).

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.

If staff are deployed from another education or children's workforce setting to The Mount School York, 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.

Where The Mount School York is 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.

The Mount School York 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.

The Mount School York 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 national emergency, it is essential from a safeguarding perspective that School is aware, on any given day, which staff/volunteers will be in School, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Mount School York 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

The Mount School York will continue to provide a safe environment, including online. This includes the use of an online filtering system.

All communication with pupils should be using systems that are supported by the School so that appropriate filtering and monitoring of communication can be maintained.

Children and Online Safety Away from School

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 ICT code of conduct.

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

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate communal areas and not, for example, in bedrooms.
- Classes should provide for a break from screens for 10 minutes every hour.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by Senior Leaders and approved by our IT Network Manager to communicate with pupils, and should not seek to communicate with pupils outside the purposes of work.
- No personal contact details should be shared.
- Staff should record, the length, time, date and attendance of any sessions held.

Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the School or setting.

Adults should not display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child).

Supporting Children Not in School

The Mount School York is committed to ensuring the safety and wellbeing of all its children and young people.

The School will share safeguarding messages on its website.

The Mount School York 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 The Mount School York need to be aware of this in setting expectations of pupils' work when pupils are working from home.

Supporting Children in School

The Mount School York is committed to ensuring the safety and wellbeing of all its pupils.

The Mount School York will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Mount School York 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 hand washing and other measures to limit the risk of spread of COVID19.

Peer on Peer Abuse

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

Where the School receives 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 of our Safeguarding and Child Protection Policy.

The School will listen and work with the 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, and appropriate referrals made.