



Trafalgar Schools' Federation

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Approved by FGB: Spring 2021

Next Review: Spring 2022

Addendum to TSF Safeguarding and Child Protection COVID-19 school closure arrangements

Context

From 20th 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 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 addendum of the TSF's Safeguarding Policy inc. Child Protection contains details of our individual safeguarding arrangements.

Key Contacts table

Role	Name	Contact email & number
Designated Safeguarding Lead (DSL)	Mrs Keefe	infantinfo@trafalgarfederation.org.uk juniorinfo@trafalgarfederation.org.uk 020 8894 5729
Infant School Deputy DSL	Mrs Opholt	infantinfo@trafalgarfederation.org.uk 020 8894 5729
Junior School Deputy DSL	Mr Allen	juniorinfo@trafalgarfederation.org.uk 020 8894 1606
Headteacher	Mrs Keith	infantinfo@trafalgarfederation.org.uk juniorinfo@trafalgarfederation.org.uk 020 8894 5729
Chair of Governors	Mr Owen	Governors@trafalgarfederation.org.uk
Lead contact for Looked After Children (inc previously LAC)	Mrs Kavanagh	infantinfo@trafalgarfederation.org.uk juniorinfo@trafalgarfederation.org.uk
Infant School Online Safety Lead	Mrs Burton	ict@trafalgarfederation.org.uk 020 8894 5729
Junior School Online Safety Lead	Mr Allen	ict@trafalgarfederation.org.uk 020 8894 1606
AfC Education Safeguarding Adviser	Linda Sheehan	linda.sheehan@achievingforchildren.org.uk 07774 686362
AfC Adviser for Online Services and Safety	Peter Cowley	peter.cowley@achievingforchildren.org.uk 07595 173975
AfC Virtual School Headteacher	Suzanne Parrott	suzanne.parrott@achievingforchildren.org.uk 07827 895894

SPA: 020 8547 5008 Out of Hours: 020 8770 5000

LADO: 020 8891 7370 or 07774332675 or lado@achievingforchildren.org.uk



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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 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 Designated Safeguarding Lead (and deputies) 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.

TSF 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. The lead person for this is listed in the Key Contacts table above.

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 TSF will explore the reasons for this directly with the parent.

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

TSF will encourage our vulnerable children to attend a school, including remotely if needed.

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.

TSF and social workers will agree with parents/carers whether children in need should be attending school – TSF will then follow up on any pupil that they were expecting to attend,



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who does not. TSF 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.

To support the above, TSF will, when communicating with parents/carers and carers, 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, TSF will notify their social worker.

TSF will complete the Government's [daily online attendance form](#) for each school separately and supply any information regarding attendance requested by Achieving for Children.

Designated Safeguarding Lead

TSF has a Designated Safeguarding Lead (DSL) and a Deputy DSL for each school within the Federation. Their contact details are listed in the Key Contacts table at the front of this document.

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 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 child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as 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.

It is important that all TSF staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Federation's Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. Staff are reminded of the need to report any concern immediately and without delay.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead (or relevant Deputy DSL). This will ensure that the concern is received.

Where staff are concerned about an adult working with children in the school, they should report the concern to the DSL who is also the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done either verbally or via email.



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Concerns regarding the Headteacher should be directed to the Chair of Governors (See Key Contacts table above).

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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education. 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 either school within TSF, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to either school within TSF, 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

For movement within the Federation each school should seek assurance that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding Policy inc Child Protection, confirmation of local processes and confirmation of DSL arrangements.

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, TSF will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Keeping Children Safe in Education (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 TSF are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

TSF 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 in KCSIE.



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TSF 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 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, TSF will continue to ensure that all staff, volunteers and essential visitors sign in and out of the premises and will keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

Online safety

TSF's Online Safety Leads for each school are listed in the Key Contacts table above. If either Online Safety Lead is unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

TSF will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems.

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 in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

For the foreseeable future all Home Learning will be in the form of documents and links to school approved learning platforms that would normally be available in school. These documents and links will be accessible via the e-School children of both schools. Families are also be able to contact class teachers via class email addresses. Be aware that although most of the Home Learning content is linked to school specific sites – children still need to be supervised as access to open sites like YouTube can be made. All families have received essential Home Learning advice via ParentMail. Please refer to your child's 'Staying Safe On-line' information and to other links to general on-line safety information available from our two websites.

Supporting children not in school

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

Where the DSL has identified a child 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 pupil. All contacts with the pupil must be recorded on CPOMS.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. TSF and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.



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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 any communications to the families.

TSF 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 TSF need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

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

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

TSF 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.

TSF will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each pupil and recorded on CPOMS.

Where TSF has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with our School Improvement Partner (SIP)/Link Adviser.

Children moving schools

If any pupils are temporarily attending other schools or transfer to another school, TSF will ensure that they provide the receiving school will all relevant welfare and child protection information.

Any change of school for children looked after will be led and managed by the Virtual School Headteacher with responsibility for the child.

TSF continues to have appropriate regard to data protection and GDPR and are aware that they do not prevent the sharing of information for the purposes of keeping children safe.

Mental health

TSF is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

TSF will ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site.



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TSF will continue to offer support to pupils who are not on site, this will be done remotely or by phone.

TSF will ensure that all pupils have contact details for appropriate support services.

Peer on Peer Abuse

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

TSF will follow the principles as set out in Keeping Children Safe in Education and our Safeguarding Policy inc Child Protection.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.