

**Annex 1**

**COVID-19 school closure  
arrangements for Safeguarding and  
Child Protection at  
Lathom High School.**

**School Name: Lathom High School**

**Policy owner: Alison Wilcock**

**Date: 30.3.20**

**Date shared with staff:31.3.20**

## **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 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 Lathom High School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- 1. Context**
- 2. Contact Details**
- 3. Vulnerable children**
- 4. Attendance monitoring**
- 5. Designated Safeguarding Lead .....**
- 6. Reporting a concern**
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- 10. Children and online safety away from school and college .....**
- 11. Supporting children not in school.....**
- 12. Supporting children in school.....**
- 13. Peer on Peer Abuse.....**
- 14. Support for the DSL's and Pastoral teams.....**

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## 2. Key Contacts

Name	Role	Telephone	Email
Alison Wilcock	Lead DSL	07736380650	a.wilcock@lathom.lancs.sch.uk
Jane Galbraith	Headteacher and DSL	07850171482	j.galbraith@lathom.lancs.sch.uk
Jan Marshall	Business Manager and DSL	07859901394	j.marshall@lathom.lancs.sch.uk
Paul Livesley	Deputy Head teacher and DSL		p.livesley@lathom.lancs.sch.uk
Jenny Clarke	SENCO and DSL		j.clarke@lathom.lancs.sch.uk

[familysupport@lathom.lancs.sch.uk](mailto:familysupport@lathom.lancs.sch.uk)

## 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. At Lathom High School we have Risk Assessed all of our students. The ones identified as Red will be treated as vulnerable. They will be contacted via telephone every week by a member of the Safeguarding team as well as a weekly email.

Those with an EHC plan have and will continue to 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. As from this policy being written all Students with an EHCP will be working from home but accessing Alternative Provision where appropriate and there will be contact through the SENCO on a fortnightly basis on top of the weekly school contact.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders and phase leaders As well as Assistant Head of Years will 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.

Lathom High 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. The lead person for this will be: Alison Wilcock.

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 Lathom High School will explore the reasons for this directly with the parent.

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

Lathom High School will encourage our vulnerable children and young people to attend school and engage with learning, including remotely if needed.

#### **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.

Lathom High School and social workers will agree with parents/carers whether children in need should be attending school – Lathom High School will then follow up on any student that they were expecting to attend, who does not. Lathom High School 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, Lathom High School 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, Lathom High School will notify their social worker. In the event of a full school closure the following will be implemented. All Safeguarding partners will be notified. There will be weekly contact with our vulnerable students and this will be logged on our Safeguarding system (CPOMS). The allocated social worker will also be informed of any contact. If there is no contact the allocated Social worker and their manager will be informed. A Police welfare check will be requested in conjunction with Children's Social Care.

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

Lathom High school has a Designated Safeguarding Lead (DSL) and 4 Deputy DSL's.

The Designated Safeguarding Lead is: Alison Wilcock

The Deputy Designated Safeguarding Leads are: Jane Galbraith, Paul Livesley, Jan Marshall and Jenny Clarke. Matthew Wilde has access to CPOMS, as a key holder, but is yet to undergo DSL training.

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 or college.

It is important that all Lathom High School 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.

In the event of a full school closure the contact details of key staff will be shared. The email [familysupport@lathom.lancs.sch.uk](mailto:familysupport@lathom.lancs.sch.uk) is to be used for parental concerns and communication.

All of the SLT plus two ELT members will have access to this email. All concerns to be placed on CPOMS.

## **6. 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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and include the Head teacher. This will ensure that the concern is received.

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 immediately to the head teacher. If there is a requirement to make a notification to the head teacher whilst away from school, this should be done verbally on the telephone (07850171482) and followed up with an email to the head teacher.

Concerns around the Headteacher should be directed to the Chair of Governors:  
Diane Murray

The LADO will continue to offer support in the process of managing allegations.

The contact details are: 01772 536694

Tim Booth – [tim.booth@lancashire.gov.uk](mailto:tim.booth@lancashire.gov.uk)

Donna Green – [donna.green@lancashire.gov.uk](mailto:donna.green@lancashire.gov.uk)

Shane Penn – [Shane.Penn@lancashire.gov.uk](mailto:Shane.Penn@lancashire.gov.uk)

The duty email is: [LADO.admin@lancashire.gov.uk](mailto:LADO.admin@lancashire.gov.uk) Referrals and concerns can be shared directly with this address.

## **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 who has been trained will continue to be classed as a trained DSL 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 (2019). 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 Lathom High School, they will continue to be provided with a safeguarding induction.

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

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes 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, Lathom High 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 (2019) (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 Lathom High 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. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Lathom High 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.

Lathom High 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, Lathom High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in schools and colleges**

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

Where students are using computers in school, appropriate supervision will be in place. The student alerts will come through to Alison Wilcock and Lynne Jepson. The Management of these is the responsibility of Alison Wilcock. The filtering company have the mobile number of the DSL and will use it to share concerns immediately.

## **10. 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 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 staff code of conduct and acceptable use agreement.

Lathom High School 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:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed by Lathom High School.
- Staff should record, the length, time, date and attendance of any sessions held.

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

Lathom High School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 child or young person.

Details of this plan must be recorded on CPOMS, 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.

Lathom High School and its DSL's 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.

Lathom High School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and

their parents/carers. Teachers at Lathom High School need to be aware of this in setting expectations of students' work where they are at home.

Lathom High School 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.

In the event of full school closure. Each student will be risk assessed twice. Once by SLT and once by the year teams. Students deemed to be vulnerable or in need of extra support have been allocated to Pastoral staff. Those with an EHCP, Social worker or who are a concern have been allocated to SLT. In addition to the weekly email they will receive a phone call from the staff member who will record this on CPOMS and inform any allocated Social worker.

Pastoral staff will send out a weekly email. If there is no response a phone call will be attempted until Friday at 1pm. Any non contacts will then be recorded on CPOMS but contact will still be attempted.

The Safeguarding team will then pick up the non contacts for the week.

On Monday a truancy call text will be sent followed by a letter asking for up to date contact details.

If there is still no contact then the Police will be requested to make a Welfare check. This will be discussed during SLT video link sessions. Some friend's parents may be contacted to see if their child is in contact with the student via social media. This will be discussed on a case by case basis due to the restrictions on Police time.

Where a student is entitled to a Free School Meal Lathom High School will endeavour to deliver it. An email will go to parents informing them of the availability. If they are unable to collect then school will liaise with the hub and distribute the food parcels. Any work requested can also be delivered. All contact will be logged on the pastoral contact log.

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

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

Lathom High School will continue to be a safe space for all children to attend and flourish. The Headteacher, in liaison with the Business Manager and Deputy Head teacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

Lathom High 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.

Lathom High School 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.

Where Lathom High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead's, first aiders or Fire Marshalls guidance will be sort from Lancashire County Council.

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

Lathom High 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 of the 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 on CPOMS and appropriate referrals made by the Safeguarding Team.

### **14. Support for the DSL's**

The Safeguarding Team at Lathom High School will provide support and guidance as appropriate to enable the DSL's and Pastoral teams to carry out their role effectively.

This will include three video conference calls a week with the update on the online pastoral log is discussed.

Also the shared Family support email.

