

**Addendum I**



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**THE ROWANS SCHOOL**

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**COVID-19 partial school closure arrangements  
for Safeguarding and Child Protection**

**School Name: The Rowans School**

**Policy owner: Elizabeth Spratt/Rose Fookes**

**Date: 25/03/2021**

*This addendum will be regularly reviewed and updated in line with Government and Local Authority guidance.*

## **1. Context**

On 30 December 2020 the government announced that in order to help contain the community transmission of coronavirus (COVID-19), some restrictions to primary education settings are required in certain areas. These are in line with the contingency framework for education and childcare settings. Merton Borough is subject to the contingency framework as of 4<sup>th</sup> January 2021, with review expected for 18<sup>th</sup> January 2021.

From 7<sup>th</sup> January 2021, The Rowans School will reopen to children in Kindergarten, as well as vulnerable children and children of keyworkers. Staff will follow the regular Safeguarding procedures set out in the School's Safeguarding Policy for those children who return to school. This addendum applies to those children not in school and will be reviewed in line with Government updates.

This addendum of The Rowans School's Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
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Designated Safeguarding Lead (DSL)	Rose Fookes	0208 946 8220	<a href="mailto:r.fookes@rowans.org.uk">r.fookes@rowans.org.uk</a>
SHS DSL	Jane McKeown	07720 089088	<a href="mailto:jmckeown@shstrust.net">jmckeown@shstrust.net</a>
SHS DDSL	Jan Hand	07731 354172	<a href="mailto:jhand@shstrust.net">jhand@shstrust.net</a>
SHS DDSL	Joanna Hubbard	07591 203456	<a href="mailto:jhubbard@shstrust.net">jhubbard@shstrust.net</a>
SHS DDSL	Tom Eaves	-	<a href="mailto:teaves@shstrust.net">teaves@shstrust.net</a>
SHPPS DSL	Kirsty Davies-Duddy	-	<a href="mailto:kdaviesduddy@shstrust.net">kdaviesduddy@shstrust.net</a>
SHPPS DDSL	Jon Akhurst	07731 354171	<a href="mailto:jonakhurst@shstrust.net">jonakhurst@shstrust.net</a>
Chair of Governors	Darren Johns	-	<a href="mailto:djohns@shstrust.net">djohns@shstrust.net</a>
Safeguarding Governor	Koen Claeys	-	<a href="mailto:kclaeys@shstrust.net">kclaeys@shstrust.net</a>
Executive Head	Joanna Hubbard	07591 203456	<a href="mailto:jhubbard@shstrust.net">jhubbard@shstrust.net</a>
Head of Trust Online Safety	Peter Macallister	-	<a href="mailto:pmacallister@shstrust.net">pmacallister@shstrust.net</a>
Merton MASH	-	020 8545 4226/227 Out of hours: 020 8770 5000	<a href="mailto:mash@merton.gov.uk">mash@merton.gov.uk</a>
Merton LADO	John Shelley	0208 545 3187	<a href="mailto:lado@merton.gov.uk">lado@merton.gov.uk</a>

## **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.

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 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: Miss Elizabeth Spratt.

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

Where parents are concerned about the risk of the child contracting COVID-19, the School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **Attendance monitoring**

The School will take an attendance register and submit to the Educational Setting Status form via the online portal reporting that the school is open and how many children and staff are in school. The following pupil information is required to be submitted:

- Total number of pupils who are eligible to attend across all year groups
- Total number of pupils who are attending your educational setting across all year groups

- Total number of children attending who fall into the following categories across all year groups
  - Children with an EHC plan
  - Children with a social worker
  - Children otherwise vulnerable
  - Children of critical workers
- Total number of pupils that are expected to attend but are ill, isolating or shielding across all year groups
- Of all the students or pupils that are expected to attend but are not attending how many are absent for the following reasons?
  - Illness, suspected or confirmed case of COVID-19
  - Illness, not suspected or confirmed case of COVID-19
  - Shielding for self or other family member
  - Household isolation

The School and social workers will agree with parents/carers whether children in need should be attending school – the School will then follow up on any pupil that they were expecting to attend, who does not. The 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, the 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, the School will notify their social worker.

The Head will authorise the selection of those children who should be attending school. Their attendance will be monitored.

### **Designated Safeguarding Lead**

The Rowans School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Miss Rose Fookes

The Deputy Designated Safeguarding Lead is: Miss Elizabeth Spratt

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, liaising with the offsite DSL (or deputy) and, as required, liaising with children's social workers where they require access to children in need.

It is important that all Rowans 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.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. Staff in school should continue to use the reporting procedures outlined within the Safeguarding Policy. Any staff working remotely, with access to SchoolBase, should record their concern as a Secure Note with access by the DSL(s) only. They should then email Miss Elizabeth Spratt and Mrs Joanna Hubbard to inform them that a Secure Note has been added, but not give any further details of the content. Staff working remotely, without access to SchoolBase should record their concern as usual and contact Miss Elizabeth Spratt and Mrs Joanna Hubbard via telephone or email to discuss the reporting and storing of the concern.

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 Head. This should be done verbally and followed up with an email to the Head.

Concerns around the Head should be directed to the Chair of Governors: Mr Darren Johns.

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

The existing contact telephone numbers and email for Local Authority referrals remain the same.

### **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 I 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 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

For movement within the Trust, the School will seek assurance from the Trust HR Manager (Dr Janis Brumwell) that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection policy, 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, the 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 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.

The 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.

The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE (2020) 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 School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Online Safety**

The Rowans School's Online Safety Lead is Miss Rose Fookes. If the Online Safety Lead is unavailable, advice can be sought from Miss Elizabeth Spratt.

The School 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 or recommended resources on the school premises.

Shrewsbury House School will continue to administer online educational resources provided for pupils. The School will continue to refer pupils to the Online Acceptable Use Policy and Responsible Use Agreement (signed by parents and pupils) which apply to keeping safe online both at school and in the home where pupils are using their own devices and internet connection when accessing the online school provision. Further guidance can be found here <https://www.internetmatters.org/> and at <https://nationalonlinesafety.com/>

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 Shrewsbury House School Trust Online Safety Policy.

The 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:

- 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 a plain, appropriate background used.
- Only the teacher delivering a live class is permitted, in line with the Responsible Use Agreement which has been signed by parents and pupils, to record it. These recordings will be stored securely on the School network.
- 1:1 sessions will have prior authorisation by the Head, for example Learning Enrichment or Instrumental Lessons, and these will be recorded and stored as detailed above.
- 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 should record the length, time, date and attendance of any sessions held.

For parents wishing to supplement the School's educational offering, the School emphasises the importance of only securing online support from a reputable organisation/individual who



can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet Matters
- National Online Safety
- London Grid for Learning
- Net-aware
- Parent info
- Thinkuknow
- UK Safer Internet Centre

### **Supporting children not in school**

The 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. All contacts with pupils and families will be recorded using SchoolBase.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded, in consultation with the Head. The 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 via the weekly newsletter.

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

### **Supporting children in school**

The School is committed to ensuring the safety and wellbeing of all its students. The School will continue to be a safe space for all children to attend and flourish.

The Head will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The 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 COVID-19.

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

Where the School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed immediately with the Trust Executive Management team.

### **Children moving schools**

If any pupils transfer to another school, the School will ensure that they provide the receiving school will all relevant welfare and child protection information.

The Rowans School 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 and wellbeing**

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

The School will ensure that appropriate support is in place for all Kindergarten children, the children of critical workers and vulnerable children whilst on site.

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

The School will ensure that all pupils have contact details for appropriate support services if required.

The School will follow its Bereavement Policy to support children, families and staff as necessary.

The DfE has produced the following guidance regarding supporting children's mental health at this time:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

### **Peer on Peer Abuse**

The 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 Safeguarding and Child Protection Policy.

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.

Concerns and actions must be recorded securely on SchoolBase and appropriate referrals made.

### **Support from the Shrewsbury House School Trust**

The Shrewsbury House School Trust Safeguarding Committee and the Senior Leadership Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Trust will also provide regular group and individual supervision sessions. This may take the form of an online meeting.