



MAIDEN ERLEGH SCHOOL

The relevant Local Children's Safeguarding Board
for this school is:



Reading LSCB/ Berkshire West Safeguarding Children Partnership

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Berkshire West Model COVID-19 school closure arrangements for Safeguarding and Child Protection

Model Policy for Community, Voluntary Controlled, Community Special, Maintained Schools, Academies and Pupil Referral Units

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Contents

This addendum of the **Maiden Erlegh School** Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Key Contacts	4
2. Context	5
3. Vulnerable children	5
4. Attendance monitoring	6
5. Designated Safeguarding Lead.....	6
6. Reporting a concern.....	7
7. Safeguarding Training and induction.....	7
8. Safer Recruitment/Volunteers and Movement of Staff.....	8
9. Children and online safety away from school and college	8
10. Supporting children not in school	9
11. Online safety in schools and colleges	9
12. Supporting children in school	10
13. Peer on Peer Abuse.....	10

1. Key Contacts

Key Contact list for Safeguarding in **Maiden Erlegh School and the 'Pop Up' School at Maiden Erlegh School in Reading**

	Name	Email
Designated Safeguarding Lead (Pop Up School @ Maiden Erlegh School in Reading)	Alison Walker	dois@maidenerleghtrust.org
Designated Safeguarding Lead (Maiden Erlegh School)	Stephanie Bendall	messafeguarding@maidenerleghschool.co.uk
Deputy Designated Safeguarding Lead (Maiden Erlegh School)	Sarah Beckett	
Deputy Designated Safeguarding Lead (Maiden Erlegh School)	Jo Bhadye	
Deputy Designated Safeguarding Lead (Maiden Erlegh School)	Ben Garner	
Safeguarding Governor (Maiden Erlegh School)	Jo Horsburgh	

Key Contacts within the Local Authority

Pan Berkshire Safeguarding Procedures: <http://berks.proceduresonline.com/>

	Name	Address	Telephone contact	Email
Contact, Advice & Assessment Service (CAAS)	Duty Social worker	Duty, Triage & Assessment Team Council Offices Shute End Wokingham Berkshire RG40 1BN	Contact: 0118 908 8002 or Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	triage@wokingham.gov.uk
Prevent Officer Thames Valley Police	Prevent officer	Reading Police Station Castle Street Reading RG1 7TH	07788 307 178	Preventreferrals@thamesvalley.pnn.police.uk
Community Safety Partnership	Narinder Brar	Council Offices Wokingham Berkshire	07979255308	Narinder.brar@wokingham.gov.uk

Manager and PREVENT Lead, WBC		RG40 1BN		
Service Manager Early Years	Avril Allenby	Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 908 8260 07415 738992 0118 90 88418 07789921635	Emma.slaughter@wokingham.gov.uk Cindy.fincham@wokingham.gov.uk
Local Authority Designated Officer (LADO)	Rene Baron	Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 974 6141	LADO@wokingham.gov.uk
Principal Education Welfare Officer,	Melissa Perry	Alder Grove Cof E Primary School Alder Grove Shinfield RG2 9RA	0118 908 8095 07818455624	Melissa.Perry@wokingham.gov.uk
Virtual School Headteacher	Pat Finegan	Council Offices Shute End Wokingham Berkshire RG40 1BN	07739800207	Patrick.Finegan@wokingham.gov.uk
Berkshire West Safeguarding Partnership Operational Business Manager	Sherrie Newell Donna Gray	Council Offices Shute End Wokingham Berkshire RG40 1BN	07920028052	Sherrie.newell@wokingham.gov.uk Donna.gray@brighterfuturesforchildren.org

2. 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.

The nominated school for students at Maiden Erlegh School after the 20th March is the 'Pop-Up' School opened by the Maiden Erlegh Trust, based at Maiden Erlegh School in Reading.

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.

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 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, this may mean sharing resources with other schools.

Maiden Erlegh 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 Stephanie Bendall – Designated Safeguarding Lead.

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 COVID19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Maiden Erlegh School will encourage our vulnerable children and young people to attend a school.

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. Maiden Erlegh School and social workers will agree with parents/carers whether children in need should be attending school. The school will 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 for their child/children to attend school who subsequently do not attend.

To support the above, Maiden Erlegh School will use the emergency contact numbers provided on their Student Information System.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues attending the DSL will notify their social worker.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

5. Designated Safeguarding Lead

The Pop Up School organised by the Maiden Erlegh Trust has a Designated Safeguarding Lead (DSL).

The Designated Safeguarding Lead is: Alison Walker

The DSL for Maiden Erlegh School (Stephanie Bendall) will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Best practice is to have a trained DSL available on site. Where this is not the case a trained DSL will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL is not on site, in addition to the above, a member of the senior leadership team will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection files and liaising with the offsite DSL. If you have children attending from another school, liaising with the DSL from their school, and if required, liaising with children's social workers.

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.

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 immediately to the DSL/Headteacher

Concerns around the Headteacher should be directed to the Chair of Governors.

DSLs will continue to report concerns to CAAS in the usual way.

During office hours call 01635 503190

Out of office hours, Emergency Duty Team Tel: 01344 786543

7. Safeguarding Training and induction

DSL training has been suspended 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 (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Free online Safeguarding training is available for staff working from home.

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

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, (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.

If 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.

Maiden Erlegh 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.

Maiden Erlegh 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

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

Maiden Erlegh 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.

9. Children and online safety away from school and college

The safeguarding of both pupils/students and staff must be maintained in online/remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is demanded. The virtual learning space, notably video-conferencing, creates a new set of challenges, however, for which there are specific Maiden Erlegh Trust guidelines.

For pupils/students:

- The room should be well lit and as far as possible the visible background should be plain with nothing which could be considered inappropriate or showing personal information. Alternatively, pupils/students should choose a generic background from the relevant app.
- Other members of the household must not be involved in video-conferencing in any way.
- School organised video-conferencing should only be used for lessons and staff communication and not for pupil-to-pupil communication, and can only take place from Monday to Friday between the hours of 09.00 and 15.00 (i.e. the school's normal teaching hours).
- Recording or screen-shots of staff/pupils/students during a virtual lesson is strictly prohibited.

For staff:

Staff should select the location of their video-conferencing carefully and adhere to the following rules:

- The room should be well lit and as far as possible the visible background should be plain with nothing which could be considered inappropriate or showing personal information. Alternatively, staff should choose a generic background from the app.
- Other members of the household must not be involved in video-conferencing in any way.
- The Senior Leadership Team and IT Department will be able to access all online lessons and Heads of Departments/Phase Leaders will be able to access their own department's/phase's online lessons Teams for monitoring and safeguarding purposes. This should be seen by all parties as a virtual parallel to drop-ins and lesson observations.
- Teaching via video-conference or other online communication means must only take place from Monday to Friday between the hours of 09.00 and 15.00 (i.e. the school's normal teaching hours).
- No one-to-one video-conferencing will take place.

The Headteacher will circulate a list of any pupils/students that are withdrawn from video-conferencing by their parents.

10. Supporting children not in school

Maiden Erlegh School is committed to ensuring the safety and wellbeing of all of 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 contact with students as part of a Communication Plan will be recorded on CPOMs.

11. Online safety in schools and colleges

Maiden Erlegh 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 social media pages.

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

Maiden Erlegh 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. This will be bespoke to each child and recorded appropriately.

12. Supporting children in school

Maiden Erlegh School committed to ensuring the safety and wellbeing of all its students.

Maiden Erlegh School 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.

Maiden Erlegh 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.

Maiden Erlegh 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. This will be bespoke to each child and recorded appropriately.

13. Peer on Peer Abuse

Maiden Erlegh 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, and appropriate referrals made.

All staff will be sent this additional policy via Handsam to read and will confirm via Handsam say they have read and understood the content.