

Lawnswood Campus COVID 19 Safeguarding Policy Addendum – Spring 2021

Date: 8th March 2021

Review date: Summer Term

Introduction

Lawnswood Campus has created this safeguarding Covid-19 addendum to support our safeguarding and child protection policy and to address ongoing issues as a result of the continuing Covid-19 pandemic. The following safeguarding information, intentions and commitments can be applied to all eventualities where appropriate to include the following scenarios full re-opening, partial re-opening, phased return of young people and full closure of schools.

All staff will continue to act in the best interests of all young people, if anyone at Lawnswood Campus has a safeguarding concern about any young person they will act immediately and contact the Designated Safeguarding Lead or the Deputy Designated Safeguarding Leads in person by phone, e-mail, skype/facetime/MS Teams or other appropriate channels of communication.

Lawnswood Campus will continue to have regard to Keeping Children Safe in Education - statutory Guidance, in particular, part 1, part 3 - safer recruitment, part 4- management of allegations and part 5 -dealing with peer on peer abuse, peer on peer sexual violence and sexual harassment, online safety and other forms of peer on peer abuse and the safeguarding and welfare sections of the EYFS Foundation Framework if relevant.

As young people return to Lawnswood Campus on 8th March 2021 Lawnswood Campus will try to ensure that designated safeguarding leads and their deputies are allocated more time to:

- support staff and young people with new safeguarding and welfare concerns
- handle referrals to young people's social care and other agencies where appropriate

All staff understand the continued importance of acting immediately on any safeguarding concerns, including new concerns where young people are returning to Lawnswood Campus or continue to work at home due to being CEV. Lawnswood Campus is aware that some families may have experienced and continue to experience challenging circumstances during the Covid-19 pandemic, we will continue to support families and young people making appropriate referrals through the well-established referral systems in place. Lawnswood Campus will make every effort to encourage parents and carers to advise us of any changes regarding academic progress, welfare, health and wellbeing that they are aware of as their child works at home or returns to Lawnswood Campus.

The Designated Safeguarding Lead/Deputy Designated Safeguarding Lead will ensure all relevant safeguarding and welfare information held on all young people remains accurate and up to date.

Our Designated Safeguarding Leads, deputies or senior leaders will continue to follow all local procedures, we will continue to refer all concerns through the well-established channels e.g. Multi-Agency Safeguarding Hub (MASH), the Channel Panel etc.

As young people return to Lawnswood Campus our designated safeguarding lead and deputies will continue to co-ordinate with young people's social care, the local three safeguarding partners and other agencies and services to identify harm and ensure young people are appropriately supported. They will speak to school nurses who have continued virtual support to young people who have not been in Lawnswood Campus.

Our Designated Safeguarding Lead and Deputy Designated Safeguarding Leads will continue to work closely with and inform the Virtual School Headteacher if we have any concerns regarding our young people in care and young young people who were previously in care.

In circumstances where a parent/carer does not want to bring their child to Lawnswood Campus, and their child is considered vulnerable, the social worker and Lawnswood Campus will explore the reasons for this, directly with the

parent/carer, and help to resolve any concerns or difficulties wherever possible. Where parents/carers are concerned about the risk of their young person contracting the virus, Lawnswood Campus or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Role of the Designated, Deputy Designated Safeguarding Leads and Senior Leaders

| Centre / Role | Name | Contact |
|---|----------------------|---------|
| Lawnswood Campus | | |
| Executive Headteacher & Designated Safeguarding Lead (DSL): | Miss Rachael Brown | |
| Lead Safeguarding Coordinator, Young personren & Young People in Care Designated Person Coordinator and DSL | Miss Rachael Brown | |
| Chair of the Management Board | Mr Phil Woosey | |
| Management Board Safeguarding Member | Mrs Julie Davies | |
| Orchard Centre | | |
| DSL + Young personren & Young People in Care Designated Person | Mrs Julie Blake | |
| DDSL | Mrs Louise Kumar | |
| Online Safety | Mrs Katie Rogers | |
| Braybrook Centre | | |
| DSL | Mr Stuart Playford | |
| DDSL | Miss Natalie Kirby | |
| Online Safety | Mr Harpal Tiwana | |
| Midpoint Centre | | |
| DSL | Mr Crispian Woolford | |
| DDSL | Mr Peter Rawlinson | |
| DDSL | Mr Tim Hucknall | |
| Online Safety | Miss Rachael Perry | |
| Nightingale Centre | | |
| DSL + Young personren & Young People in Care Designated Person | Miss L Watson | |
| DDSL | Mrs Jacqui Smith | |
| DDSL + Online Safety | Mrs Sara Harris | |
| Lawnswood Outreach Service | | |
| DSL Trainer | Mr Nigel Biddle | |

Keeping young people Safe in Education states: During term time the Designated Safeguarding Lead (or a deputy) will always be available (during Lawnswood Campus hours) for staff in Lawnswood Campus to discuss any safeguarding concerns. Whilst the Designated Safeguarding Lead (or deputy) is expected to be available in person, it is a matter for Lawnswood Campus working with the Designated Safeguarding Lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable. It is a matter for Lawnswood Campus and the Designated Safeguarding Lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

The optimal scenario for our school providing care for young people is to have a trained DSL or deputy available on site. This may not always be possible, and where this is the case there are 2 options we will consider:

- a trained DSL or deputy from Lawnswood Campus will be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

If our DSL or deputy is not on site, in addition to one of the above options, Lawnswood Campus will require a senior leader to take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to young person protection files, liaising with the offsite DSL (or deputy) and as required liaising with young people's social workers where they require access to young people in need and/or to carry out statutory assessments at Lawnswood Campus.

Attendance

We understand that Lawnswood Campus's attendance will be mandatory for all young persons from 8th March 2021 and that the usual rules on school attendance apply, including:

- parents' duty to secure their young person's regular attendance at school (where the young person is a registered young person at school, and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

We will record attendance, follow up absence and report young people missing education to the local authority.

Lawnswood Campus will continue to record and report attendance in accordance with any directives from the government, in particular, 'Schools' coronavirus (COVID-19) operational guidance' (February 2021, pages 32-36) and our local authority. This allows for a record of attendance for safeguarding purposes and allows our school to provide accurate, up-to-date data to the local authority and the DfE on attendance and the number of young people taking up places if required.

Elective Home Education (EHE)

Lawnswood Campus will continue to encourage parents/carers to send their young person/en to Lawnswood Campus, particularly those who are vulnerable. We understand that EHE does not automatically put young people at greater risk of harm and we will consider whether a parent's/carer's decision to educate at home gives greater cause for concern compared to remaining in Lawnswood Campus. If we feel there is additional cause for concern, we will follow our young person protection and safeguarding policy and our Designated Safeguarding Lead (DSL) or Headteacher will then notify and liaise with the local authority in line with existing procedures. This will happen as soon as we become aware of a parent's/carer's intention, or decision, to home educate.

Lawnswood Campus will liaise with the City of Wolverhampton Inclusion Support Service and other relevant departments and agencies to ascertain if any vulnerable young people are attending Lawnswood Campus or not, they will then inform the allocated social worker or early help worker.

Lawnswood Campus has processes in place (e.g. phone calls, e-mails, text messaging, virtual meetings, etc.) to check on the welfare and attendance of any vulnerable young person. We keep a record of all calls and contact with families and colleagues.

The Wolverhampton MASH is fully operational and continues to accept all levels of referral. If we are experiencing any issues in getting in touch with Multi Agency Safeguarding Hub (MASH) Lawnswood Campus will contact Helen Patten - helen.patten@wolverhampton.gov.uk

The safeguarding service are also continuing to hold initial and review young person protection conferences; however, these will be done virtually or by submission of a report, our school will continue to contribute to these meetings. If we have any issues, Lawnswood Campus will contact Nicola Hale - nicola.hale@wolverhampton.gov.uk

Health and safety risk assessment

Lawnswood Campus has completed a health and safety risk assessment with the support of the LA to ensure a safe return of young people to Lawnswood Campus. This risk assessment is under constant review.

Training

For the period COVID-19 measures are in place, Wolverhampton Safeguarding Together Partners continue to provide DSL training virtually however the number of places available for DSL training has been reduced due to the nature of the virtual training, our 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 until they are able to secure a place on the DSL refresher training.

All existing Lawnswood Campus staff already have had safeguarding training and have read part 1 of KCSIE and the Lawnswood Campus safeguarding policy. This appendix will be made available to all existing staff, Management Committee and volunteers to ensure they are aware of the current arrangements, so they know what to do if they are worried about a young person.

If new staff are recruited, or new volunteers enter Lawnswood Campus, they will continue to be provided with a safeguarding induction. An up to date safeguarding/young person protection policy (described above) will support this process as will part 1 of KCSIE.

Lawnswood Campus will continue to seek advice from the Wolverhampton Safeguarding Together training co-ordinator and use the Wolverhampton Safeguarding Together website to keep up to date with any local training offer and information.

<https://www.wolverhamptonsafeguarding.org.uk/>

If a young person must attend another setting:

If a young person is attending another school because they are unable to attend Lawnswood Campus, the Designated Safeguarding Leads at the home school should liaise with the Designated Safeguarding Leads at Lawnswood Campus to share information about young people attending Lawnswood Campus. Lawnswood Campus should be aware of the reason the young person is vulnerable and any arrangements in place to support them. As a minimum Lawnswood Campus should, as appropriate, have access to a vulnerable young person's EHC plan, child in need plan, young person protection plan or, for looked-after young people, their personal education plan and know who the young person's social worker (and, for looked-after young people, who the responsible VSH is). This should ideally happen before a young person arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for young people with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our senior leaders should take responsibility. Lawnswood Campus should also obtain information regarding emergency contact information and an additional emergency contact number, any medical needs or allergies for each young person and any other relevant information regarding those young people. If Lawnswood Campus has any concerns about young people attending their school from a home school, the Designated Safeguarding Lead will raise and share their concerns with the home school immediately and liaise with the social worker if required.

Whilst Lawnswood Campus will continue to have appropriate regard to data protection and GDPR we will not prevent the sharing of information for the purposes of keeping young people safe.

Safer recruitment/volunteers and movement of staff

At Lawnswood Campus we understand it is essential that people who are unsuitable are not allowed to enter the young people's workforce or gain access to young people. If Lawnswood Campus must recruit new staff, we will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of KCSIE. In response to COVID-19, we will consider and implement safe and appropriate processes to reduce the need face-to-face contact if required. We will consider a flexible approach to interviews, with

alternative options to face-to-face interviews offered where possible. Where face-to-face meetings are necessary, we will share Lawnswood Campus's control measures in advance and make it clear to candidates that they must follow the system of controls that we have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely.

During this current period if Lawnswood Campus uses volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances would we allow a volunteer who has not been checked to be left unsupervised or allowed to work in regulated activity.

Existing staff engaging in regulated activity already have the appropriate DBS check, we understand there is no expectation that a new DBS check should be obtained where that member of the staff temporarily moves to another school to support the care of young people. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if young person's care workers move to work temporarily in a school setting. If we are a host school, we will risk assess as we would for a volunteer (see above). Lawnswood Campus understands the onus remains on us to satisfy ourselves that someone in our setting has the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the host school chooses to, via seeking assurance from the home school rather than requiring new checks.

Lawnswood Campus will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a young person or vulnerable adult. Full details can be found in KCSIE.

Lawnswood Campus will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as outlined in KCSIE and the TRA's [Teacher misconduct advice for making a referral](#). During the COVID-19 period all referrals will be made by emailing Misconduct.Teacher@education.gov.uk. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that Lawnswood Campus is aware, on any given day, which staff/volunteers will be in Lawnswood Campus, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Lawnswood Campus must continue to keep the single central record (SCR) up to date as outlined in KCSIE. The SCR can, if Lawnswood Campus chooses, provide the means to log everyone that will be working or volunteering in Lawnswood Campus on any given day, including any staff who may be on loan from other settings. The SCR can also, if Lawnswood Campus chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Mental health, Young person well-being and support

At Lawnswood Campus we understand that some young people may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable young people, including those with a social worker and young carers. We will endeavour to contextualise these feelings as normal responses to an abnormal situation.

We will consider using pastoral and extra-curricular activities to:

- support the rebuilding of friendships and social engagement
- address and equip young persons to respond to issues linked to coronavirus (COVID19)
- support young persons with approaches to improving their physical and mental wellbeing

Lawnswood Campus will ensure appropriate support is in place for all young people. Lawnswood Campus will have regard to the DfE guidance on mental health and behaviour in schools which sets out how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. Our support for young people in the current

circumstances may include existing provision in Lawnswood Campus (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services.

We recognise that we may need to provide more focused pastoral support for young people's individual issues, drawing on external support where necessary and possible. Where we identify a concern that a young person is in need or suffering or likely to suffer harm, we will follow our child protection and safeguarding policy and part 1 of keeping young people safe in education. We will make referrals to statutory services (and the police) as appropriate and work with school nurses, where they are in place, to:

- ensure delivery of the healthy child programme (which includes immunisation)
- identify health and wellbeing needs
- provider support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues
- support young people with additional and complex health needs

Helpful guidance and links:

[mental health and behaviour in schools.](#)

<https://www.minded.org.uk/>

<https://www.nhs.uk/oneyou/every-mind-matters/>

<https://campaignresources.phe.gov.uk/schools/topics/mental-wellbeing/overview>

<https://www.youngpersonbereavementuk.org/>

<http://www.youngpersonhoodbereavementnetwork.org.uk/covid-19.aspx>

<https://www.barnardos.org.uk/c19>

<https://www.nspcc.org.uk/keeping-young-people-safe/reporting-abuse/dedicated-helplines/>

[£8m programme to boost young person and teacher wellbeing - GOV.UK \(www.gov.uk\)](#)

Online safety in our school and remote learning

We understand that attendance will be mandatory for all young people of compulsory school age from 8th March 2021. We may continue to be affected by the Remote Education Temporary Continuity Direction, we understand that we will still be required to provide remote education to young people covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (COVID-19). This includes, for example, where such guidance means that a class, group or small number of young people need to self-isolate or that clinically extremely vulnerable young people are to shield. All such young people not physically unwell will have access to remote education as soon as reasonably practicable, which may be the next school day.

At Lawnswood Campus we continue to understand that it is more important than ever that Lawnswood Campus provides a safe environment, including online. Lawnswood Campus will continue to ensure that appropriate filters and monitoring systems (read [guidance on what "appropriate" looks like](#)) are in place to protect young people when they are online on Lawnswood Campus's IT systems or recommended resources. Lawnswood Campus will consider who in our institution has the technical knowledge to maintain safe IT arrangements, review our e-safety policy, acceptable use of technology and computing policy if required and to communicate any amendments. Lawnswood Campus published our remote learning provision by the 25th January 2021, we will also consider what our contingency arrangements are if our IT/E-safety staff become unavailable.

The [UK Council for Internet Safety](#) provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard young people online.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the young people's workforce with any online safety issues they face. We will also contact our IT provider for assistance if required.

Young people and online safety away from school and college

At Lawnswood Campus we are doing what we reasonably can to keep all our young people safe. We understand that it is important that all staff who interact with young people, including online, continue to look out for signs a young person may be at risk. Any such concerns will be dealt with as per our safeguarding/child protection policy and where appropriate referrals will be made to young people's social care and as required the police.

We understand that the DfE publishes separate guidance on providing education remotely, we will use the guidance to inform our remote learning provision. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) may be used to help plan online lessons and/or activities and plan them safely.

Lawnswood Campus will consider the safety of our young people when they are asked to work online. The starting point for online teaching should be that the same principles as set out in Lawnswood Campus's staff behaviour policy (sometimes known as a code of conduct) our acceptable use of technology policy and staff, parent, young person agreements. This policy should amongst other things include acceptable use of technologies, staff young person/student relationships and communication including the use of social media. The policy will apply equally to any existing or new online and distance learning arrangements which are introduced. Lawnswood Campus will, as much as is reasonably possible, consider if our existing policies adequately reflect the new reality of so many young people (and in some cases staff) working remotely online. If required, we may add an annex/addendum summarising key COVID-19 to our code of conduct, acceptable use of technology policy and our parent/young person staff agreements regarding changes. We may seek support from our local authority or independent consultant when planning online lessons/activities and considering online safety.

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

An essential part of the online planning process will be ensuring young people who are being asked to work online have very clear reporting routes in place, so they can raise any concerns whilst online. As well as reporting routes back to Lawnswood Campus this should also signpost young people to age appropriate practical support from the likes of:

- [Young personline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

When Lawnswood Campus has contact with parents/carers (E.g. via phone calls, e-mails, text messaging, website etc.) we can reinforce the importance of young people being safe online. We feel it is especially important for parents/carers to be aware of what their young people are being asked to do online, including the sites they will be asked to access and be clear who from Lawnswood Campus (if anyone) their young person is going to be interacting with online.

Parents/carers may choose to supplement the Lawnswood Campus online offer with support from online companies and in some cases individual tutors. In their communications with parents/carers, our school will make every effort to emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to young people. Support for parents/carers to keep their young people safe online includes:

- [Internet matters](#) - for support for parents/carers to keep their young people safe online
- [London Grid for Learning](#) - for support for parents/carers to keep their young people safe online
- [Net-aware](#) - for support for parents/carers from the NSPCC
- [Parent info](#) - for support for parents/ carers to keep their young people safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents/carers

Lawnswood Campus will continue to provide contact information and supportive information on our website for parents/carers by signposting to statutory agencies -Wolverhampton Safeguarding Together Website, MASH contact numbers and third sector agencies and other partners.

The newly appointed LADO is called Kenny Edgar and he begins his induction and appointment on Monday the 8th March. I believe another person called John Edwards is an interim LADO for the next 4-6 weeks to support Kenny during his induction. I would advise you to contact Kenny or John on the Priory Green number – 550477 until we have been given a direct line to call.