

**Annex 1**



Marylebone Boys' School

STUDIO ET INDUSTRIA

**COVID-19 school closure arrangements for  
Safeguarding and Child Protection at  
Marylebone Boys School**

**School name: Marylebone Boys School**

**Policy owner: Richard Ardron**

**Date: 6<sup>th</sup> May 2020**

**Updated: 3<sup>rd</sup> Dec 2020**

**Date shared with staff: 6<sup>th</sup> May 2020**

# Marylebone Boys' School

STUDIO ET INDUSTRIA

It is likely that the Child Protection and Safeguarding policy will not accurately reflect new arrangements in response to COVID-19. This appendix provides interim policy changes and adaptations to key areas, in response to COVID-19.

The policy continues to have regard to all the local and national guidance, advice, procedures and practice as set out in the main body of this policy. It also has regard for relevant Department for Education guidance provided in response to COVID-19.

- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers
- Coronavirus (COVID-19): guidance on vulnerable children and young people

This addendum of the Marylebone Boys School Child Protection and Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context</b> .....	<b>2</b>
<b>2. Key contacts</b> .....	<b>3</b>
<b>3. Vulnerable children</b> .....	<b>3</b>
<b>4. Attendance monitoring</b> .....	<b>4</b>
<b>5. Designated Safeguarding Lead</b> .....	<b>4</b>
<b>6. Reporting a concern</b> .....	<b>5</b>
<b>7. Safeguarding Training and induction</b> .....	<b>6</b>
<b>8. Safer recruitment/volunteers and movement of staff</b> .....	<b>6</b>
<b>9. Online safety in schools and colleges</b> .....	<b>7</b>
<b>10. Children and online safety away from school and college</b> .....	<b>7</b>
<b>11. Supporting children not in school</b> .....	<b>8</b>
<b>12. Supporting children in school</b> .....	<b>9</b>
<b>13. Peer on Peer Abuse</b> .....	<b>9</b>

## Key Contacts

Role	Name	Contact Number	Email address
Designated Safeguarding Lead	David Loveless	07810 785862	<a href="mailto:dloveless@maryleboneschool.org">dloveless@maryleboneschool.org</a>
Deputy Designated Safeguarding Leads	Richard Ardron Paul Green Paul Hunt	07901 888944 07803 015329 07791 160049	<a href="mailto:head@maryleboneschool.org">head@maryleboneschool.org</a> <a href="mailto:pgreen@maryleboneschool.org">pgreen@maryleboneschool.org</a> <a href="mailto:phunt@maryleboneschool.org">phunt@maryleboneschool.org</a>
Headteacher	Richard Ardron	As above	As above
Chair of Governors (inc responsibility for safeguarding)	Dr Margaret Mountford	0203 143 7100 (school office)	<a href="mailto:chairman@maryleboneschool.org">chairman@maryleboneschool.org</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.

Marylebone Boys School will be reporting on a weekly basis to Westminster Early Help team the ongoing attendance of vulnerable students and the form and frequency of contact with the families of vulnerable students who are not attending school.

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.

Marylebone Boys 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: David Loveless

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

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

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

### **Attendance monitoring**

During any school closures due to Covid-19, Marylebone Boys School does not need to complete its usual day-to-day attendance processes to follow up on non-attendance.

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

### **Designated Safeguarding Lead**

Marylebone Boys School has a Designated Safeguarding Lead (DSL) and three Deputy DSLs.

The Designated Safeguarding Lead is: David Loveless

The Deputy Designated Safeguarding Leads are: Richard Ardron; Paul Green; Paul Hunt

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or a deputy) will be available to be contacted via phone or online video - for example when working from home and 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, My Concern and liaising with the offsite DSL (or a 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 Marylebone Boys School staff and volunteers have access to a trained DSL (or a deputy). On each day staff on site will be made aware of who 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, this includes reporting concerns on My Concern, which can be done remotely.

In the unlikely event that a member of staff cannot access My Concern from home, they should email the Designated Safeguarding Lead and Headteacher. 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 to the Headteacher or the Designated Safeguarding Lead, in accordance with our Whistleblowing Policy. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors:  
Dr Margaret Mountford.

## **Safeguarding Training and induction**

All DSLs attended refresher training in June 2020. However, 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 (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 Marylebone Boys 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 Marylebone Boys' School 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, Marylebone Boys 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 Marylebone Boys 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.

Marylebone Boys 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.

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

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

Marylebone Boys 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.

### **Children and online safety away from school and college**

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

Marylebone Boys 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 without adult supervision at home
- 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.
- Any 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 should use computer equipment provided by Marylebone Boys School, where this is available, to communicate with pupils. Where staff have to use their own equipment, they should ensure no images or video recordings are stored on their devices.
- Staff should record the length, time, date and attendance of any sessions held.

Staff will be issued with further **Safeguarding Guidance and Protocols for Virtual lessons and Videos** which they will be required to read and put into practice when delivering live or recorded online lessons or tutorials.

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

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

During any future school closure due to Covid-19, school staff will aim to make contact with all students on a weekly basis. A record of such contact will be maintained on a shared spreadsheet. Lack of ability to contact any particular student will be followed up as appropriate with the Senior Leadership Team and Designated Safeguarding Lead. Any safeguarding concerns that come to light as a result of this contact must be reported in the usual way.

The school will share safeguarding messages on its website and social media pages.

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



## **Supporting children in school**

Marylebone Boys School is committed to ensuring the safety and wellbeing of all its students.

Marylebone Boys 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.

Marylebone Boys School will refer to the Government guidance for education and childcare settings on how to implement social distancing and will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Marylebone Boys School will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them.

Where Marylebone Boys School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Chair of Governors.

## **Peer on Peer Abuse**

Marylebone Boys 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 My Concern and appropriate referrals made.