

Addendum



COVID-19 school closure arrangements for Safeguarding and Child Protection at Odyssey House School

School Name: Odyssey House School

Policy owner: David Malachi

Date: 15 April 2020

Date shared with staff: 16 April 2020

1. 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.

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

Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Dave Malachi	020 8348 8009	andrew@odysseyeducation.org.uk
Deputy Designated Safeguarding Lead	Sean Canaii	020 8348 8009	liz@odysseyeducation.org.uk
Headteacher	Dave Malachi	020 8348 8009	andrew@odysseyeducation.org.uk

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.

Odyssey House School will continue to work with and support children's case workers to help protect vulnerable children. This includes working with and supporting children's case workers and the local authority for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a case 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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the case worker and Odyssey House School will explore the reasons for this directly with the parent/carer.

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

Odyssey House School will encourage vulnerable children and young people to attend our online school remotely, whilst Covid-19 Restrictions continue, as specified in DfE guidance on Attendance Monitoring.

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.

Once Governmental Restrictions for isolating at home have been lifted, Odyssey House School and LA 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. Odyssey House 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.

HOW WILL THIS LOOK IN YOUR SCHOOL?

To support the above, Odyssey House School will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. Odyssey House School will maintain a daily attendance register for Remote Learning following the guidance of the DfE for Attendance Monitoring.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Odyssey House School will notify their case worker or LA.

Designated Safeguarding Lead

Odyssey House School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

- The Designated Safeguarding Lead: Andrew-John Paterson
- The Deputy Designated Safeguarding Lead: Liz Panos

Under Governmental Covid-19 self-isolation at home conditions, a trained DSL (or deputy) will be available to be contacted via phone or online video, whilst working from home.

It is important that all Odyssey House School staff have access to a trained DSL (or deputy). Staff will be made aware of who their Lead and Deputy DSL are.

The DSL will continue to engage with case 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 making a report, which can be done remotely via school email, Microsoft Teams or by calling a DSL directly and immediately. The staff member will be responsible for following up if they have not received a response within an appropriate time for the level and immediacy of the concern they have raised.

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.

Concerns around the Headteacher should be directed to the Proprietors, Charu and/or Shilpa.

Safeguarding Training and induction

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) and will complete refresher training online when training is due.

Odyssey House School DSL training is available online via Judicium Training to Level 3, whilst there remains a threat of the COVID 19 virus, until restrictions are lifted to allow for a live course. Level 2 Training can be accessed through TES EduCare.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate any new local arrangements with staff, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers start at Odyssey House 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/emailed a copy of the child protection policy and Keeping Children Safe in Education (2019) (KCSIE), confirmation of local processes and confirmation of DSL arrangements. They will then electronically sign and send the Odyssey House School acknowledgement form of having read the documents.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable, are not allowed to work with, be in contact or gain access to children. When recruiting new staff, Odyssey House 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).

It is worth noting that in response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking in order to minimise the need for face-to-face contact.

Odyssey House 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 Keeping Children Safe in Education (KCSIE).

Odyssey House 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 will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Odyssey House 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

Odyssey House School will continue to provide advice for a safe online learning environment at home.

Children and online safety away from school

It is important that all staff who interact with children 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 Zoom code of conduct emailed to staff and parents.

Odyssey House School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements. Odyssey House School Microsoft Teams Video is also available for teaching and is secure through end-to-end encryption and can link through Zoom: <https://zoomappdocs.docs.stoplighlight.io/zoom-for-microsoft-teams>.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- A 1:1 remote teaching session can be carried out after written parent consent. It is best practice to have a pupil's parent present or within earshot of the pupil's remote lesson. In the absence of a parent nearby, the session may be recorded by the teacher and the recording checked by an OHS SLT member before being deleted. The teacher can also call upon an OHS colleague to be present online whilst remote teaching is in progress.
- If the teacher has any concerns during the remote teaching session, they will immediately stop the session and report their concerns to the DSL or member of the SLT.
- 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; it is suggested that the background should be blurred using the video settings and virtual backgrounds.
- Any session where only one pupil is on-screen, at any one time, **MUST** be recorded and reviewed by an SLT member. That SLT member will instruct for the recording to be deleted under GDPR if there are no concerns. Any concerns will be raised with the Lead or Deputy DSL.
- 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 suggested by Odyssey House School to communicate with pupils. These are currently Zoom with security settings, OHS Microsoft Teams video and messaging with end-to-end encryption, and OHS registered staff and pupil emails.

- Sessions should be timetabled to evidence when lessons have been taught.

Supporting children not in school

Odyssey House School is committed to ensuring the safety and wellbeing of all its children and young adults.

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.

Communication plans can include; remote contact, phone contact, and door-step visits when Covid-19 restrictions rulings are modified. Other individualised contact methods should be considered and recorded.

Odyssey House 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 SLT level and where concerns arise, the DSL will consider any referrals as appropriate.

Odyssey House School will share safeguarding updates on its website.

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

Odyssey House 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 their learning as well. This will be bespoke to each child and recorded appropriately.

Supporting children in school as the Governmental self-isolation practice is lifted

Odyssey House School is committed to ensuring the safety and wellbeing of all its students.

We 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.

Odyssey House 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 social distancing measures to limit the risk of spread of COVID19.

Where Odyssey House 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 Proprietors.

Peer-on-Peer Abuse

Odyssey House 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 the Child Protection Policy.

Odyssey house 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 raised in relation to the guidelines of the Odyssey House School Safeguarding Policy.