OneSchool Global UK
Child Protection Policy Addendum
in response to COVID19

Context

The way OSGUK Caledonia campus (hereafter referred to as Campus) is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles will continue to remain the same:

- with regard to safeguarding, the best interests of children will always continue to come first
- if anyone in a campus has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy must always be available to contact in the event of a concern about a child
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children must be protected when they are online

The campus must continue to take a whole institution approach to safeguarding. Any new policies and processes in response to COVID-19 will not weaken the approach to safeguarding or undermine our child protection policy.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

1. Context
2. Version control and dissemination
3. Current school position
4. Safeguarding partners' advice
5. Roles and responsibilities & Reporting Concerns
6. Keeping Children Safe in Education
7. Training
8. Vulnerable Children
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12. Children Moving Schools
13. Mental Health
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Version control and dissemination

This is version 2.0 of this annex. It will be reviewed by our National Safeguarding Committee on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff by the staff platform on Canvas and has been shared with all campus staff via e-mail

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

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Current Campus Position

Currently the campus is open to all students as per Government guidance. However, in some instances there are students isolating and the school may need to have a full or partial closure in response to an outbreak. The addendum covers all eventualities. Where pupils are not at school due to isolating or school closure all students are continuing to receive timetabled lessons via Zoom, our online learning delivery platform

Safeguarding partners' advice

We continue to work closely with our external safeguarding agencies, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with coordinated support plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice is below.

https://www.gov.scot/publications/coronavirus-covid-19-supplementary-national-child-protection-guidance/

http://www.scis.org.uk/assets/Uploads/Documents/Supporting-Children-and-Young-People.pdf

Roles and responsibilities

The roles and responsibilities for safeguarding in our campus remain in line with our Child Protection Policy.

All Campuses will have access to both the DSL and the Deputy DSL in case of school closure. Both key personnel will have access to 3CX software on their laptops that enables a person to call them directly to raise a concern about the safety and wellbeing of a child. Alternatively, anyone external to the school can also raise a concern via e-mail
All staff will continue to log any safeguarding concerns via Cpoms

All parents and staff will be provided with an updated poster with safeguarding details on

Where a campus is open or partially open there will be a DSL on site throughout the school day to be contacted at the school

Reporting Concerns

The Contact details for the campus Designated Safeguarding Leads;

School Number 01259 303030

Designated Safeguarding Lead

Shannon Hunter (South) shannon.hunter@uk.oneschoolglobal.com
Emma Methivier (North) emma.methivier@uk.oneschoolglobal.com

Deputy Designated Safeguarding Lead

Thomas Skelton (South) thomas.skelton@uk.oneschoolglobal.com
James Barrett (North) james.barrett@uk.oneschoolglobal.com

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In case of both members of staff being absent, the Campus Principal holds the relevant level of safeguarding training and can be contacted using

Campus Principal

Thomas Skelton (South)	03300552950	thomas.skelton@uk.oneschoolglobal.com
Emma Methivier (North)	03300564130	emma.methivier@uk.oneschoolglobal.com

In cases where someone has a concern about a member of staff this must always be reported directly to the Campus Principal

In cases of concern about the Campus Principal these should be reported to the Regional Team Leader

Regional Team Leader Andrew Cuckson 07848452927 andrew.cuckson@uk.oneschoolglobal.com

National Guidance for Child Protection (Scotland)

National Guidance for Child Protection (Scotland) is statutory safeguarding guidance that the Campus will continue to have regard to as per the legislative duty and/or funding agreement requirements

Getting It Right For Every Child

Getting It Right For Every Child (GIRFEC) approach and principles will continue to be central to our approach to safeguarding.

Peer on Peer Abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer on peer abuse and will follow the process set out in our Child Protection Policy, which can be accessed via the Campus website

Training

Any DSL that has completed the necessary DSL training may be unable to complete refresher training during this period with the Local Safeguarding Partner, however will still be classed as a DSL at this time as per the DFE guidance, *(England: Coronavirus, Safeguarding guidance for schools, issued 27th March 2020)*

For any DSL that has not completed DSL training and where it is unavailable via the Local safeguarding partner, an online option must be explored at this time and must be discussed and approved by the AP for Safeguarding in terms of its appropriateness.

Vulnerable Children

Ensuring that vulnerable children remain protected is a top priority for the government and the Campus. Where appropriate a child that is deemed to be 'vulnerable' should attend full time on site provision. Or provided with high quality education and support remotely.

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Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
    - children and young people on the edge of receiving support from children's social care services
    - adopted children, those at risk of becoming NEET ('not in employment, education or training')
    - those living in temporary accommodation, those who are young carers
    - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
    - others at the provider and local authority's discretion

Local authorities have the day-to-day responsibility for delivery of children's social care. Social workers and Virtual School Heads will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision / online learning at home, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

All Campuses are expected to complete an Individual Learning and Care Plan (ILCP) and Risk assessment for any child deemed to be vulnerable.

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.

More information can be found at

https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/contingency-planning/

In the case of a child with an EHC Plan the ILCP should be shared with the Local authority and the detail shared with them of what the provision will look like at OSG Online.

In the case of a child with a Child In Need (Section 17) or Child Protection Plan (Section 47), the campus must complete an ILCP and a risk assessment, these must be discussed with the social worker and the social worker must approve of the support in place. This communication must be documented on to Cpoms by the Campus DSL.

In both cases of a child with an EHC Plan and a CIN / CP plan there must be agreed review dates in place to regular review toe wellbeing of these children

Each campus must also undergo a process to identify any other children they deem to be more vulnerable due to spending extended periods of time in the family home.

For these children an ILCP must be completed along with a risk assessment, these must be reviewed every two school weeks with check points. These should be stored on Cpoms as a record of what has been done to safeguard these children.

Campus staff should continue to work with and support children' social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

Attendance

The Campus will continue to monitor attendance twice daily of all children, but this is deemed especially vital where a child is deemed to be vulnerable and isolating and not attending school.

Pupils attendance will be tracked and monitored and followed up as per the usual routine in campus.

Training

All staff will receive revisited safeguarding training with the campus DSL, and alongside be reminded of their responsibilities in line with the current Keeping Children Safe in Education guidelines

All staff will be re provided with the statutory guidance *National Guidance for Child Protection*

All new staff inducted into the campus will continue to receive safeguarding training locally with the Designated Safeguarding Lead and will have access to and be required to complete a range of safeguarding training on FLICK

Recruitment

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

If the campus recruits new staff, it is expected that they will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE.

In response to COVID-19, to apply to be a member of the PVG scheme, there have been changes made to verifying identity. This is to minimise the need for face-to-face contact.
Disclosure Scotland's partner agency TransUnion will try to verify your identity online so your application can be processed more quickly. If TransUnion is not able to verify identity online, an applicant will need to send copies of their identity documents to Disclosure Scotland. PVG are not accepting paper applications and all applications must be made online during the COVID-19 period. The application for membership of the PVG scheme and more information about priority application for key workers under COVID-19 legislation can be found here: https://www.mygov.scot/coronavirus-disclosure-form/

Where the campus is utilising volunteers, they will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

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Regarding members of the campus workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily teaches pupils from another campus.

The expectation is that the campus receiving the teaching from the teacher receives an assurance and compliance sheet for the teacher to show all necessary pre-employment checks have been carried out.

The onus is on the receiving campus to request this information and update their single central record accordingly to evidence they have shown due diligence and have the appropriate checks completed on the member of staff.

The campus will continue to follow their legal duty to refer to the PVG anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

The campus will continue to consider and make referrals to the General Teaching Council for Scotland.

Referrals should continue to be made to the General Teaching council for Scotland using the online form https://www.gtcs.org.uk/regulation/process/fitness-to-teach-employer.aspx

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that the campus is aware, on any given day, which staff will be teaching their pupils, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, campuses must continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Staff should consult the addendum to the safer recruitment policy in line with cases where recruitment is deemed as necessary during this period

Children moving schools

It is the expectation that any child that moves between schools during this period of time, that the Designated Safeguarding Lead will communicate with new school and transfer the information in the appropriate secure manner.

It is expected that this information will be shared prior to them starting at the new school where this is possible

The same applies to the sharing of information where a child has an EHC Plan/ CSP

The campus will continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 82-88 of KCSIE.

Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents.

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Teachers should be aware of this in setting expectations of pupils' work where they are at home.

The campus will ensure that pupils have a healthy balance of screen based and non-screen based time throughout the day

The campus will ensure that staff are using panopto videos pre-recorded to share with pupils to minimise on the amount of time on a live lesson

All campuses should continue to follow the Positive Mental Health Policy at OSGUK, and offer support over the phone with an OSG Campus 3cx number, via Campus Advocates or via zoom where is a student is not attending due to isolating, ill health or full or partial school closure.

It is the campuses responsibility to ensure staff are aware of their obligations to monitor and flag any Mental Health issues that may arise and log with the Designated Safeguarding Lead.

Online Safety away from schools / Supervision

All campuses should be doing what they reasonably can to keep all of their children safe. 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 policy and where appropriate referrals should still be made to children's social care and as required the police.

The use of zoom will be used by campus staff to facilitate one to one support sessions and taught sessions. One to one sessions should be minimised where possible, but where deemed as necessary, such as one to one for pre and post teach for a child with additional needs, the following guidance should be adhered to;

- The zoom session must be recorded, the recordings will safeguard staff against allegations and safeguard the pupils from harm
- The parents must be notified for the session and asked to be present in the room
- The Campus Principal of the campus should be provided with a link for the zoom session

For all zoom sessions campus staff are asked to adhere to the following guidance to keep the student safe;

- Teachers must zoom from an appropriate place within their household, with a blank background
- Teachers must not hold one to one zooms without parental permission and the HT's consent and these must be recorded, the recordings will safeguard staff against allegations and safeguard the pupils from harm
- Teachers must not have contact on zoom out of school hours with any pupils. In exceptional circumstances this may be permitted but only with the approval of the CP, Lead CA and RP.
- Teachers can respond to e-mails using their OSG e-mail address outside of work hours
- Teachers must wear appropriate business wear at all times
- Teachers must only communicate via their OSG e-mail address
- Teachers must not give out any personal details such as mobile telephone numbers and personal e-mail addresses
- Teachers must report any concerns directly to the DSL at the appropriate campus, teachers can use screen shots and save message chats to support concerns where needed
- All zoom lessons must be recorded, the recordings will safeguard staff against allegations and safeguard the pupils from harm
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When on Zoom pupils are asked to follow the following guidelines;

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- Pupils must ensure that they do not share any personal details with anyone online, including their teachers and other pupils
- Pupils must ensure they are wearing full and correct uniform at all time on zoom lessons
- Pupils must have their cameras on for all lessons
- Pupils must ensure that they use the zoom chat function for the appropriate purpose
- Pupils must advise their teacher if they feel they have been on the receiving end of any cyber bullying
- Pupils must ensure that they are sat in an appropriate area for all zoom lessons at all times, this does not include private spaces such as bedrooms
- Pupils must not have access to mobile phones during school hours
- Pupils must not record or screen shot or take photos of any other pupils via remote learning, this is against the law to take photos of other pupils and adults without their consent

All staff will be asked to sign an amended staff code of conduct for acceptable use of IT when starting to teach online

The Campus will continue to be in regular contact with parents and carers. These communications should be used to reinforce the importance of children being safe online.

All parents will be provided with a timetable for their child's lessons, so they are aware when they should be online and who it is they will be in contact with online, including any one to one sessions with a staff member that they need to attend

The Campus Principal, Campus Administrators and the Regional Principal will be provided with the timetable of lessons along with zoom numbers, the campus leadership team will conduct random learning walks on all zoom lessons and teachers are made aware that their lessons could be visited at any time during the week.

All zoom sessions will be set up to record immediately from the zoom starting, this will be part of the staff code of conduct and in line with their terms of their employment contract

All zoom sessions will be set up with a waiting room, to ensure all participants entering are invited to do so

All zoom sessions will be saved for a minimum of 28 days and will be stored securely on campus and will be stored for a minimum of 28 days.