

Fairfield High School
COVID-19 School Closure:
Arrangements for Safeguarding



FAIRFIELD
HIGH SCHOOL

Approved by:

Board of Directors

March 2021

Signed by:

Chair of Directors

March 2021

Written by:

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Manager

Updated March 2021

This addendum of Fairfield High School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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6. Reporting a concern
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1. Context

- From 20th March 2020 parents were asked to keep their students at home, wherever possible, and for schools to remain open as education only for those students of workers critical to the COVID-19 response or vulnerable students, who absolutely needed to attend. On January 4th 2021 this was again put in to place through a national lockdown/stay at home order from the Government.
- Schools and all childcare providers were asked to provide care for a limited number of students: students who are vulnerable and students whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

2. Key contacts

Role	Name	Email
Designated Safeguarding Lead/ Head teacher	Sue Gaston	sgaston@fairfield.hereford.sch.uk
Deputy Designated Safeguarding Leads	Pippa Hart	phart@fairfield.hereford.sch.uk
	Jayne Conway	jconway@fairfield.hereford.sch.uk
	Liz Shilcock	eshilcock@gvsc.org.uk

3. Vulnerable students

- Vulnerable students include those who have a social worker and those students and young people up to the age of 25 with Education, Health and Care (EHC) plans.
- Those who have a social worker include students 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 Students 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 students 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 deputies) know who our most vulnerable students are. They have the flexibility to offer a place to those on the edge of receiving students social care support.
- Fairfield High School will continue to work with and support students' social workers to help protect vulnerable students. This includes working with and supporting students' social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after students. The lead person for this will be: Mary Seaborn.
- There is an expectation that vulnerable students 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 Fairfield High School will explore the reasons for this directly with the parent.
- Where parents are concerned about the risk of the child contracting COVID19, Fairfield High School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

- Fairfield High School will encourage their vulnerable students and young people to attend a school, including remotely if needed.

4. Attendance monitoring in online lessons

- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- Fairfield High School and social workers will agree with parents/carers whether students in need should be attending school – Fairfield High School will then follow up on any student that they were expecting to attend, who does not. Fairfield High School will also follow up with any parent or carer who has arranged school care for their child(ren) and the child(ren) subsequently do not attend.
- A Designated/Deputy Designated Safeguarding Lead will continue to have conversations with social workers and parents/carers of vulnerable students about support where needed.
- To support students who will continue to access school, Fairfield High School will, ask parents/carers to 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, Fairfield High School will notify their social worker.

5. Designated Safeguarding Lead

- Fairfield High School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.
- The Designated Safeguarding Lead is: Sue Gaston
- The Deputy Designated Safeguarding Leads are: Jayne Conway; Pippa Hart & Liz Shilcock
- Whilst the school is open to students a trained D/DDSLS will be available on site. Where this is not the case, a trained D/DDSLS will be available to be contacted via phone or online video - for example when working from home.
- D/DSL contact information has been given to MASH so that any concerns of relevant information can be shared in the event of a safeguarding issue arising and the D/DSLs are working from home.
- It is important that all Fairfield High School staff and volunteers have access to a trained D/DDSLS. Each day, staff on site will be made aware of who that person is and how to speak to them.
- The D/DDSLS will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Reporting a concern

- Where staff have a concern about a student, they should continue to follow the process outlined in the school Safeguarding Policy; this includes making a referral through MyConcern. This can be done remotely and a link is also accessible to staff through the school website.
- In the unlikely event that a member of staff cannot access MyConcern from home, staff should contact the D/DSL/Head teacher and follow up with an email as soon as possible. This will ensure that the concern is received and dealt with appropriately.
- Staff are reminded of the need to report any concern immediately and without delay.

- Where staff are concerned about an adult working with students in the school, they are to report this to D/DDSL/Head teacher.
- Concerns around the Head teacher should be directed to the Chair of Governors: Julie Archer.

7. Safeguarding training and induction

- Safeguarding 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 Students 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.
- Staff will be able to access online training where relevant and regular safeguarding updates will be shared to staff.

8. Safer recruitment/volunteers and movement of staff

- It remains essential that people who are unsuitable are not allowed to enter the school grounds or gain access to students. When recruiting new staff, Fairfield High School will continue to follow their Safer Recruitment Policy, including, as appropriate, relevant sections in Part 3 of Keeping Students 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.
- Fairfield High 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.
- 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, Fairfield High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in school

- Fairfield High 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. The Acceptable Use of ICT policy will be followed.

10. Students and online safety away from school

- 11.** It is important that all staff who interact with students, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with according to the Safeguarding Policy and where appropriate, referrals should still be made to student's social care and as required, the police.

12. Online teaching should follow the same principles as set out in the Staff Code of Conduct and the Acceptable Use of ICT policy
13. Fairfield High School will ensure any use of online learning tools and systems are in line with Privacy and Data Protection/GDPR requirements.

11. Guidance that teachers should follow when delivering an online lesson.

- 1) Close any open applications that are not needed, especially emails, so notifications do not appear on your screen as you deliver your lesson.
- 2) Close any website tabs that are not needed.
- 3) Enter your classroom early, turn off your camera and make sure your resources are open and ready to use.
- 4) If you are using websites and videos, make sure the content has been checked and is appropriate.
- 5) As students enter the classroom, ask them to turn off their web cameras, they do not need them on for the lesson. Remind students they signed the 'Student ICT Use Agreement' and that any sharing of information in an inappropriate way or breach of this agreement will be dealt with appropriately and in line with the school behaviour policy. Students should be reminded that 'Publishing anything to the Internet at school or elsewhere which causes offence or brings the school into disrepute may lead to an exclusion.' (Ref: Student Acceptable Use Agreement)
- 6) Ask students to turn off their microphones; they do not need them on for the lesson unless they are asking a question, after which they should be turned off again. In most cases, all questions should be directed through the chat box to allow the teacher to monitor them and address them at the appropriate time.
- 7) Take a register of the students that are attending your lesson.
- 8) Students and parents were asked in their consent agreements to abide by the rules shown in Appendix 1.

Staff must display the set slide of rules to students at the start of every lesson and students must confirm in the chat box they have read, understand and agree to abide by rules. If no confirmation is given then the student is removed from the lesson. – see Appendix 1.
- 9) The default setting for cameras is off; if you need to have the camera on for scaffolding purposes make sure there are no personal pictures on display, the work space is clear and that you are dressed appropriately and presentably
- 10) Be mindful of your language when you speak and/or address student questions and queries; the use of sarcasm or inappropriate jokes should not be used, the same as if you were in a typical classroom environment.
- 11) Monitor the use of the chat function by students, and address any inappropriate comments made by students towards each other. (Refer them to our 'Anti Bullying Policy' if needed, which states, "Cyber bullying includes but is not limited to, all areas of misuse of the internet, such as email and internet chat rooms, mobile threats by text messaging and calls, misuse of technology, such as camera and video facilities.")
- 12) If you have a break in your lesson, make sure your microphone is turned off.

13) Copy the responses from the chat function and save them in a word file with the name of your lesson, date, time and who was present in your lesson. Staff training will be given to ensure all staff know how to do this.

14) Be the last to leave the online classroom and close the window down once everyone has left.

15) Where possible two members of staff are present in every lesson, although it is accepted that this is not always practical. As joining codes to meet are shared with HOFs and SLT, they may drop in to the lesson as support for staff. A recording of the lesson (see Point 16 below) is saved in the Cloud for perpetuity which can be monitored/checked by SLT to ensure the security of staff and students.

16) Record your lesson as it is delivered. This will allow the lesson to be shared with those who attended for recapping purposes. It can also be used in extreme circumstances where a student has missed a lesson due to illness or some other authorised absence. It will not be used as a routine substitute for not attending the lesson live.

17) When recording your lesson, students should be made aware that the lesson is being recorded and for its purpose as detailed in our 'GDPR Privacy Notice'.

18) Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day. Fairfield High School recommends 45 minutes per lesson and no more than 2-3 a day per student.

19) There must not be any 1 to 1 teaching sessions between teachers and students under any circumstances.

12. Guidance that students must follow when participating in an online lesson.

1) Students must not stream or make any recordings of the lesson.

2) Student web cams and microphones are turned off.

3) Any comments made in the chat box are relevant to the topic being discussed and do not depict any form of bullying. Our Anti Bullying Policy states, "Cyber bullying includes but is not limited to, all areas of misuse of the internet, such as email and internet chat rooms, mobile threats by text messaging and calls, misuse of technology, such as camera and video facilities."

4) Students are reminded they signed the 'Student ICT Use Agreement' and that any sharing of information in an inappropriate way or breach of this agreement will be dealt with appropriately and in line with the school behaviour policy. Students should be reminded that "Publishing anything to the Internet or school media at school or elsewhere which causes offence or brings the school into disrepute may lead to an exclusion." (Ref: Student Acceptable Use Agreement)

5) Students should participate in the lesson in an open environment at home with parents able to supervise for example; kitchen, dining room or living area.

13. Working with parents/carers

We will make sure parents and carers:

- Are aware of the potential risks to students online and the importance of staying safe online through the Acceptable Use of ICT statement signed by parents/carers and students on taking up a place in the school.
- Know what Fairfield High School is asking students to do online, including what sites they will be using and who they will be interacting with from our school. This information is on the website and on the timetable of lessons published there.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides. Parents /carers are responsible for undertaking their own due diligence in these instances.
- Know where else they can go for support to keep their students safe online. Information about online safety can be found on the school website under 'Safeguarding' and 'Wellbeing' information.
- Share with students how they can report any concerns when engaging in online learning via the Child Exploitation and Online Protection website <https://www.ceop.police.uk>

14. Mental health

- Where possible, we will continue to offer our current support for students' mental health for all students.
- There is a link to a wellbeing page on the school website. There is also contact information for the school counsellor, local support and national organisations.
- We will also signpost all students, parents and staff to other resources to support good mental health at this time.
- When setting expectations for students learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both students' and adults' mental health. (See Paragraph 11, Guidance that teachers should follow when delivering an online lesson, Point 18).

15. Supporting students not in school

- Fairfield High School is committed to ensuring the safety and wellbeing of all its students.
- 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, a communication plan is in place for that child or young person.
- A record of this contact will be kept on MyConcern and on the school provision map.
- The communication plans can include; remote contact, phone contact, and communication with other agencies where appropriate. Other individualised contact methods should be considered and recorded.
- 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.
- Fairfield High School recognises that school is a protective factor for students and young people and that the current circumstances can affect the mental health of students and their

parents/carers. Teachers at Fairfield High School need to be aware of this in setting expectations of students' work where they are at home.

16. Supporting students in school

- Fairfield High School is committed to ensuring the safety and wellbeing of all its students.
- The Head teacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.
- Fairfield High 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.
- Fairfield High School will ensure that where we care for students of critical workers and vulnerable students on site, we ensure appropriate support is in place for them.

17. Peer on Peer Abuse

- Fairfield High 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 MyConcern and appropriate referrals made.

18. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy including Child protection
- Staff [behaviour policy/code of conduct]
- ICT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistleblowing Policy
- Anti-Bullying Policy

Appendix 1



Student code of conduct when taking part in a virtual lesson



Please read each of the following statements carefully.

Once you have finished, acknowledge with *'I agree'* in the chat box that you have read, understood and agree to comply with these rules when participating in a virtual lesson. Please note that failure to agree to these terms or if a member of staff believes you have broken these rules, you will be removed from the lesson and sanctioned in accordance with our school behaviour policy.

1. You will not use video or audio during the lesson – cameras & microphones off.
2. You will participate in the lesson in an open environment in your household eg kitchen, living room – not bedroom.
3. You will not, and will not permit others, to record, stream or share the lesson. Publishing anything to the Internet or social media at school or elsewhere that may cause offence or brings the school into disrepute may lead to an exclusion.
4. You will not admit or attempt to admit any person to the virtual lesson in any way, including by sharing a class code or inviting them to the lesson via a URL or hyperlink.
5. You will use the chat box for class related discussions only and any inappropriate use will result in you being removed from that lesson and possibly future lessons.
6. You agree and understand that the lesson is being recorded by your teacher and will be stored by Fairfield High School for monitoring purposes as detailed in our 'GDPR Privacy Notice'.