

## 7ai Appendix to the Child Protection Policy for School Closure March 2020

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*A copy of this policy is published in the following area:*

*The school's website*

Created by: Sarah Patterson and Emma Ellison

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This appendix should be read in conjunction with the Child Protection and Safeguarding policy and KCSIE 2019. It will be shared with all staff and volunteers.

Truro School continues to follow advice from DfE, Methodist Independent Schools Trust (MIST) and Cornwall and Isles of Scilly Safeguarding Children Partnership.

<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/cornwall-and-isles-of-scilly-safeguarding-children-partnership/>

### **A Introduction**

In March 2020 the school was asked to close, except for the pupils of keyworkers and vulnerable pupils. In order to meet the school's statutory duty as set out in KCSIE this appendix has been written to address the issues regarding keeping children safe.

It must be acknowledged that the way the school is operating in response to Covid-19 is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

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

### **B Designated Safeguarding Leads**

Both Truro School and Truro Prep have a DSL and deputy DSLs (dDSL). At all times a DSL/dDSL will be available to be contacted. A rota showing which member of the team is on duty will be communicated to all staff. The DSL/dDSL contact information has been made available to parents in the school calendar.

Both parts of the school have set up a designated email for parents and children to use to contact the safeguarding teams: [pastoralcare@truroschoo.com](mailto:pastoralcare@truroschoo.com) and [preppastoralcare@truroschoo.com](mailto:preppastoralcare@truroschoo.com)

## The contact information for the Safeguarding team

### Truro Prep:

Name	Role	Contact details
Maggie Issaka	Designated Safeguarding Lead, Pastoral Care Coordinator	Phone: 01872 272616 Email: <a href="mailto:mi@truroschoo.com">mi@truroschoo.com</a>
Kate Williams	The Designated Safeguarding Lead with responsibility for the Early Years Foundation Stage (EYFS) and Deputy Designated Safeguarding Lead and EYFS coordinator	Email: <a href="mailto:kew@truroschoo.com">kew@truroschoo.com</a>
Sarah Patterson	Cover for the Designated Teacher for Children in Care , Deputy DSL and Head of Prep School	Mobile number: 07730 525247 Email: <a href="mailto:prephead@truroschoo.com">prephead@truroschoo.com</a>

### Truro School

Name	Role	Contact details
Emma Ellison	Designated Safeguarding Lead, Designated Teacher for Children in Care and Deputy Head (Pastoral)	Mobile number: 07808 731564 Email: <a href="mailto:eke@truroschoo.com">eke@truroschoo.com</a>
Zoe Jobling	Deputy Designated Safeguarding Lead and Director of Co-curricular	Mobile number: 07730 525259 Email: <a href="mailto:zj@truroschoo.com">zj@truroschoo.com</a>
Tom Copeland	Deputy Designated Safeguarding Lead and Head of Boarding	Mobile number: 07730 525260 Email: <a href="mailto:thc@truroschoo.com">thc@truroschoo.com</a>

The Governor with leadership responsibility for safeguarding and safeguarding arrangements is Dr Jennifer Williams. Tel: 07739 013364..

### Duty DSL

Date	Truro School	Truro Prep School
30/03 – 05/04	EKE	EKE
06/04 – 12/04	ZJ	ZJ
13/04 – 15/04	SLP	SLP
16/04 -19/04	ZJ	SLP
20/04 – 26/04	THC	MI
27/04 – 03/05	EKE	SLP
04/05 – 10/05	ZJ	SLP
11/05 – 17/05	THC	MI
18/05 – 24/05	EKE	SLP

## **C Additional support for pupils**

In addition to the safeguarding team all parents and pupils have access to:

### **At Truro School**

The School Chaplain – via phone and email ([adg@truroschoo.com](mailto:adg@truroschoo.com)). The Rev is supporting the whole community via his regular services which are broadcast to the community. Pupils and parents are able to contact him. The pastoral team are sharing concerns with the Rev.

The School Counsellor – At Truro School, all parents and pupils can make contact via email with the School Counsellor during the school closure. Her email address ([mcl@truroschoo.com](mailto:mcl@truroschoo.com)) has been communicated to the community for the duration of the closure. The Counsellor is continuing to work to support those who need her services and she is linking in with the senior pastoral team regularly.

Form Tutors and Head of Year (HoY)– are available to their groups via Microsoft teams or email. They will pass on concerns to the Safeguarding team.

Subject teachers are linking in with their groups and provide an additional contact for the pupils. They are able to raise concerns with the Pastoral team or Safeguarding Team.

PSHEE lessons will continue to be taught as part of the curriculum. The Head of PSHEE has devised some lessons to support pupils through this distressing time.

### **At Truro Prep**

All parents (Nursery-Year 6) and all children in Years 3-6 have access to their teachers' school email addresses and have been encouraged to make contact with staff with any concerns, academic or pastoral.

Form teachers of more vulnerable children will be proactive in contacting those children either by email or by telephone.

The Rev is available for those children that he counsels.

PSHE lessons will continue to be taught remotely, focusing on issues raised.

## **D Attendance**

### **Truro School**

#### **1.For pupils working remotely**

Form Tutors and Head of Year (HoY)– During term time form tutors are registering their tutor groups daily using Microsoft Teams as a platform to link in with their groups. Any pupils who is missing the registration is being highlighted to the HoY who is following up on absences with the tutor. They will

- email the pupil to see if they can get a response
- email the parent if no reply from the pupil
- call the parent if still no response
- raise a concern with the Safeguarding Team if still no response.

Subject teachers record the pupils who have joined the remote learning and tutors/HoY can see if a pupil has logged in later to a lesson via Everest. Subject teachers will raise concerns with the pastoral team if they are worried about a pupil.

## 2. Pupils working on site

A number of key worker's children and vulnerable pupils are attending school. These pupils are being looked after by a team of staff who are rotated on for a week. In each group there is a member of SLT on site and an on-call DSL. The pupils on-site are registered daily and the member of SLT on site will call parents if any pupil who we expect to come in is missing. These details are sent through to the DfE as per their online daily survey. Any unexplained absences or other safeguarding issues will be raised with the duty DSL.

## Truro Prep

All children are being taught their lessons in conjunction with the timetable. A daily register is not being kept although form teachers will contact children and parents in the event of a lack of interaction with lessons taught. In order to reduce familial stresses, we are not insisting that every piece of work is completed, rather a focus on the core subjects has been suggested as a priority.

Children of key workers in school are registered and these details are sent through to the DfE as per their online daily survey.

## E Raising a Concern

If a member of staff is concerned about a pupil our normal procedures apply. It maintains important that all staff and volunteers understand the need to act immediately if they have concerns about a child.

The member of staff should contact the duty DSL to discuss the concern and record the concern using MyConcern. The duty DSL will be monitoring MyConcern. In Prep, MyConcern will be monitored by the DSL.

If a member of staff thinks a pupil is in immediate danger, then they should call the Multi Agency Referral Unit and update the duty DSL as soon as possible. Further details are in our safeguarding and child protection policy section E: Reporting a concern.

**Everyone has responsibility to ensure the safety of children.**

**Anyone is able to make a referral to Cornwall County Multi- Agency Referral Unit (MARU) on 0300 1231 116.**

**For urgent referrals after 17:15 or at the weekend call the Out of Hours Service on 01208 251 300.**

The Designated Teachers will work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. If anyone has any concerns about a looked-after child, they should ensure they pass on

information to the duty DSL who will liaise with the designated teacher and contact the key social worker for the child.

If a member of staff has concerns about a staff member or volunteer who may pose a safeguarding risk to children, they must follow the procedure on our safeguarding policy for section F. Managing allegations against staff

## **F Online Safety**

The school is working to provide a safe environment, including online. Truro School continues to use SWFL to provide appropriate filters and monitoring systems and we have not furloughed any of our IT support staff, who continue to work their normal hours, on a rota combining both home and on-site working, so generally two members of staff are scheduled to be on site during the school working day. This will ensure we have the technical knowledge to maintain safe IT arrangements. Our team consists of enough members of staff to allow for cover should one of the team be unwell.

UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face. In a crisis we would look at our local authority or other schools in the Methodist Independent Schools Trust.

The majority of our children are engaging in remote learning in their own homes. 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 safeguarding and child protection policy and, where appropriate, referrals should still be made to children's social care and as required, the police.

The school will follow the government guidance on providing remote education. When planning to set up our remote learning, the SLT looked at a number of models from other schools globally who had set up remote learning.

In preparation for remote learning the school did the following:

### **Truro School**

- Briefed the staff on use of technology and new codes of conduct for delivering remote learning.
- Briefed the pupils via dedicated time in the ICT suite to go through the technology we would be using and set expectations
- Wrote a letter to the parent body outlining remote learning and giving key staff to contact for support.

### **Truro Prep**

- Briefed the staff on use of technology and new codes of conduct for delivering remote learning, including circulating a written document that reinforced procedures.
- Briefed the pupils (Years 3-6) via dedicated time in the ICT suite to go through the technology we would be using and set expectations
- Wrote a letter to the parent body outlining remote learning and giving key staff to contact for support
- Communicated with parents in the EYFS encouraging the ongoing use of Tapestry for all types of communication – pastoral and/or academic.

The school has ensured any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

The school has provided a link to the following websites to support parents and pupils.

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

Further support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [South West Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers
- [National Online Safety](#) - Keeping children safe online in education

## **G Supporting Vulnerable Children**

The Government have defined vulnerable children as those who have a social worker and those children and young people up to the age of 25 with EHC plans. Further guidance can be found here [guidance on vulnerable children and young people](#) for further information.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs 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, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. The DSL will make contact with the social worker and discuss the provision for each pupil.

The DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

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

## **H Peer on Peer Abuse**

The school recognises that peer on peer abuse may still happen, even if most of the school is isolated in family units. Any concerns around peer on peer abuse should be reported to the duty DSL or referred to MARU.

## **I Mental Health**

The school recognises that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. As a school we will take this into account when setting expectations of pupils' work where they are at home.

There is support in place for all our pupils: see section on support for pupils. The children of critical workers and vulnerable children on site will have a team of staff who will check in with them daily to help support their mental health and talk through any concerns they have at this distressful time.

There is further 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. The guidance is found here, [mental health and behaviour in schools](#).