



# **COVID-19 school arrangements for Safeguarding and Child Protection**

School Name: Ingfield Manor School  
Policy owner: Nicola Dodds, Principal  
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## Context

On Monday 22<sup>nd</sup> February 2021, The Prime Minister announced the government’s roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all students should attend school.

Ingfield Manor Scdhool will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).<sup>1</sup>

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing wherever possible, and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of coronavirus.

This sub-section of the Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020 - Update - January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Nicola Dodds (Principal)	01403 782294 07748 652874	nicola.dodds@ambitoeducation.co.uk
Deputy DSL's	Tracey Francis (Head of Care)	01403 782294	tracey.francis@ambitoeducation.co.uk
	Annette Smith (Head of Education)	01403 782294	annette.smith@ambitoeducation.co.uk
	Rachel Sebastino	01403 782294	rachel.sebastino@ambitoeducation.co.uk
	Becky French	01403 782294	Becky.ffrench@ambitoeducation.co.uk
	Liz Hall (Senior Nurse)	01403 782294	Liz.hall@ambitoeducation.co.uk
	Jane Hart-Coombes	07442505325	Jane.hart-coombes@ambitoeducation.co.uk
Principal	Nicola Dodds	As above	As above
Safeguarding governor	Peter Walker		peter.walker@ambitoeducation.co.uk
Chair of Governors	Lawrie Lee		lawrie.lee@ambitoeducation.co.uk
Divisional Director	Chris Brown		Chris.brown@ambitocareandeducation.co.uk
Managing director	Kelley Fray		Kelley.fray@ambitocareandeducation.co.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. Many students at Ingfield Manor school are known to their local children with disabilities team (CDT) due to the nature of their needs.

The cohort of students attending Ingfield Manor school, places all students within the 'vulnerable' category as defined by Government guidelines.

Those students who are defined as clinically at significant risk and have been issued with a shielding letter are advised to remain at home, but close collaboration needs to be had with Local authorities and social workers to ensure that student's needs can be met safely within the home. Where it is deemed a child cannot safely remain at home\*, or a parent chooses to send their child back to school a place should be made available, but individual risk assessments need to be in place for all students. For any student who has been in receipt of a shielding letter parents should be strongly advised to seek medical advice about their child accessing school. Ingfield Manor school will not be in a position to 'shield' students within the school environment, but a robust risk assessment will work towards mitigating risks as much as reasonably practical.

Ingfield Manor 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: Annette Smith

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Ingfield Manor school will explore the reasons for this directly with the parent.

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

Ingfield Manor school will encourage all students to attend a school (with the exception of those in receipt of a shielding letter, unless the above\* exemption applies).

If a parent feels their child is clinically vulnerable but has not received a formal shielding letter, then evidence to support this, such as G.P or consultant letter of support as to why a child needs to remain at home, will be required by Ingfield Manor school.

## Attendance monitoring

Ingfield Manor school will continue to monitor attendance data in line with it's usual system entries (RM).

We expect all students to attend school, except for students who are shielding, and can safely remain at home.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)<sup>2</sup> for all students.

A small number of students will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for students who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction<sup>3</sup> will provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to students who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence

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<sup>2</sup> <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

<sup>3</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/923539/Remote\\_Education\\_Temporary\\_Continuity\\_Direction\\_-\\_Explanatory\\_Note.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf)

authorised by the school) unless another authorised absence code is more applicable.

Where students are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Ingfield Manor school will follow up on any student that they were expecting to attend, who does not. Ingfield Manor school will also follow up with any 'social worker' whereby attendance becomes a concern.

To support the above, Ingfield Manor school will communicate with parents, carers and allocated social workers / placing authorities, and where necessary emergency contact numbers to establish any reason for absence.

In all circumstances where a vulnerable child does not take up their place at school and attendance is expected, or discontinues attending, Ingfield Manor school will notify their social worker.

### **Designated Safeguarding Lead**

Ingfield Manor school has a Designated Safeguarding Lead, and Deputy Designated Safeguarding Lead's, these are named on the front sheet.

All Ingfield Manor school staff and volunteers have access to a trained DSL /deputy.

### **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 to the DSL or deputies' who will then record this onto the company reporting system; c360, which can be done remotely.

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 Principal immediately. If there is cause to make a notification to the Principal whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Principal is not contactable, the member of staff should contact one of the deputy DSL's or the Safeguarding Link Governor immediately.

Concerns about the Principal should be directed to Chris Brown (Divisional Director) or Kelley Fray (Managing Director – contact details as above) Alternatively, please refer to the company's whistleblowing policy.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

### **Safeguarding Training and induction**

DSL face to face training is very unlikely to take place during this period but online training is being accessed in line with updates due.

All existing school staff have had safeguarding training (Sept 2020 or upon induction for new staff) and have read at least part 1 of Keeping Children Safe in Education (2020). The Designated Safeguarding Lead has communicated with staff any new local arrangements (with ongoing weekly updates as necessary), so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Ingfield Manor school, they will continue to be provided with a safeguarding induction.

### **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, Ingfield Manor school will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE.

Where Ingfield Manor 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 in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. <sup>4</sup>

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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,

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<sup>4</sup> Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

Ingfield Manor school will continue to keep the single central record (SCR) up to date.

## **Volunteers**

Ingfield Manor school may use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Ingfield Manor school, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

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

Ingfield Manor school will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system.

Where children 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 policy and where appropriate referrals should still be made to children's social care and as required the police.

Online teaching should follow the same principles as set out in the school's or college's staff code of conduct, acceptable use policy and remote / virtual learning protocols, such as Ingfield's blended learning policy and parental consent forms.

Ingfield Manor school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will empower students to ensure they know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Below are some things to consider if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only (aprent present, or additional staff member acceptable)
- 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 ideally be blurred.
- Live classes should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with students
- Staff should record any sessions held

### **Working with Parents / Carers**

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides.
- Know where else they can go for support to keep their children safe online

### **Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)**

Ingfield Manor school is committed to ensuring the safety and wellbeing of all its Children and Young people.

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.

Details of communication plans / contact made with students will be recorded in the student contact log and / or safeguarding log.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Ingfield Manor school and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

Ingfield Manor school recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of students and their parents. Due to the complexities of special educational needs, our students also rely on the facilitation of an appropriate adult to engage successfully with their learning. Teachers and pastoral staff at Ingfield Manor school will be aware of this in setting expectations of students' work where they are at home.

### **Supporting children in school**

Ingfield Manor school is committed to ensuring the safety and wellbeing of all its students.

Ingfield Manor school will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, maximising safety.

Ingfield Manor school will refer to the Government guidance for education and childcare settings on how to implement risk mitigation measures and continue to follow the advice from Public Health England and other company measures to limit the risk of spread of coronavirus.

Ingfield Manor school will regularly update its local risk assessment in relation to its current response and actions in keeping all students and staff safe.

### **Mental Health / Emotional well being**

Where possible, we will continue to offer support with emotional wellbeing for all students. We continue to have access to an independent advocate (NYAS) for our Acorns residents or students who have short break provision. We also have a family psychotherapist available to a small cohort of students (by referral only) in the summer Term 2021.

We will also signpost Students, parents/carers and staff to other resources to support good mental health at this time.

## **Contingency planning**

Ingfield Manor school will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans.

Ingfield Manor school will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework<sup>5</sup>, which has been updated and outlines how schools should operate in the event of any restrictions.

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<sup>5</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>