

Reviewed: June 2020  
Full Trustees: 25 June 2020  
Updated: 21 October 2020

### **Addendum -March 2020 Updated 15<sup>th</sup> June 2020**

This addendum has been created following DfE Guidance on Safeguarding in Schools and other Providers issued by GOV.UK on 27 March 2020 and updated on 20 May 2020 and applies to all schools. **This guidance is to be read alongside the School Child Protection and Safeguarding policy and the Keeping Children Safe in Education 2019 - Statutory guidance for schools and colleges on safeguarding children and safer recruitment.**



### **COVID-19 school closure arrangements for Safeguarding and Child Protection at Range High School**

**School Name: Range High**  
**Policy owner: David Cregeen**  
**Date: 30.03.20**  
**Updated 22.06.20**

**Date shared with staff: 22.06.20**  
**Date shared with Governors (via Governor Hub): 22.06.20**

## 1. Context

From week commencing 1 June 2020, the Government is asking schools and colleges to plan to welcome back more children, as part of the response to Coronavirus (COVID-19).

Children will be able to return to early years' settings, Reception, Year 1 and Year 6, children will be back in school in smaller sizes, from this point. Secondary Schools and Colleges are expected to begin some face to face contact with Year 10 and 12 pupils.

The way Range High School is currently operating in response to Coronavirus continues to be different, however, as more children return, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:

- the best interests of children will always come first
- if anyone has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy DSL is available in school
- 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

Any wider opening risk assessments (as set out in) [action or education and childcare settings to prepare for wider opening from 1 June](#)) and related Health and Safety risk assessments will be appropriately linked into our safeguarding approach and child protection and safeguarding policy.

**For information on health and safety and advice linked to Coronavirus see [managing school premises during the coronavirus outbreak](#) and coronavirus information and advice from [Health and Safety Executive](#).**

This addendum of Range High School's Child Protection and Safeguarding Policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures: (See School VLE and website for related policies).

All staff and volunteers will be aware of the policy addendum and any revisions; the addendum will be made available publicly.

From 20<sup>th</sup> 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 updated addendum of the Range High School Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable Children
3. Children open to Early Help

4. Children not currently known to Early Help or Children's Social Care
5. Attendance Monitoring
6. Designated Safeguarding Leads
7. Reporting a concern
8. Safeguarding Training and Induction
9. Safer recruitment/volunteers and movement of staff
10. Supporting Wellbeing
11. Online safety in schools and colleges
12. Children and online safety away from school and college
13. Supporting Children not in school
14. Supporting Children in School
15. First Aid-Impact Staff Absence
16. Children who attend or transfer to another setting
17. Peer on Peer Abuse
18. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse
19. Mental Health
20. Working in Partnership with Merseyside Police
21. Support from LA/Multi Academy Trust
22. Useful Contacts
23. Review of the Policy
24. Further sources of support

### Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	David Cregeen	07952058027	dc@range.sefton.sch.uk
Deputy Designated Safeguarding Leads	Vicky Ashworth Mike McGarry		vja@range.sefton.sch.uk
Headteacher	Mike McGarry		mm@range.sefton.sch.uk
Chair of Governing Board	Jim Rimmer		rimmerjim@gmail.com
Safeguarding Governor	Collette Buck		collette.buck@yahoo.com
SENDCO	Eileen Garrahan		eg@range.sefton.sch.uk
Assistant SENDCO	Vicky Alexander		va@range.sefton.sch.uk
Early Help Coordinator / Attendance Officer	Lynne Dillon		ld@range.sefton.sch.uk

## **2. 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.

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) and Heads of Houses 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.

Range High 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: David Cregeen.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased 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 Range High School will explore the reasons for this directly with the parent.

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

Range High School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **3. Children currently open to Early Help**

Children currently being supported by Early Help will largely not attend school during this period, however, if our school have any specific concerns regarding a child open to Early Help in the first instance schools should discuss any concerns they have with Tracy McKeating, LA DSL, Education Safeguarding, who can be contacted on 07837863075 or at [tracy.mckeating@sefton.gov.uk](mailto:tracy.mckeating@sefton.gov.uk)

Support for Early Help can also be accessed from the Family Wellbeing Centres in Sefton. There are 3 currently operating across North, Central and South Sefton.

North Locality	Talbot Street Family Well Being Centre St Andrew Place PR8 1HR	01704 534975
Central Locality	Netherton Family Well Being Centre Magdalen Square, Bootle L30 5QH	0151 282 1405
South Locality	Marie Clark Family Well Being Centre Linacre Lane Bootle L20 5A	0151 330 5260

#### **4. Children not currently known to Early Help or Children's Social Care.**

In the event a school has concerns about a child not currently known to either Early Help or CSC a referral can be made into the MASH in the usual way. If a school/professional has concerns about a child that relate specifically to Covid19, at this time CSC would encourage professionals to ring the MASH for a conversation about the individual case before completing a referral.

#### **5. Attendance monitoring**

Department for Education (DfE) advice is from the 22<sup>nd</sup> June, children in specified year groups and vulnerable children will be returning to school as agreed.

- No one with symptoms should attend Range High School for any reason
- Vulnerable children's attendance is expected, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC Plan
- Parents and Carers will not be penalised if their child is not attending educational provision whilst current Covid-19 restrictions are in place
- For children agreed to be in school, we will resume our usual day-to-day attendance registers and processes in accordance with existing policies

Range High School will complete the Educational Setting Status form to keep a record, which gives the DfE daily updates on how many children and staff are attending. We will be regularly reviewing the guidance. In addition, the Local Authority also requires its data collection form to be completed on a Friday.

Range High School will:

- Continue to notify social workers where children with a social worker do not attend. Range High School will also follow up directly with their parent/carer
- Continue to follow up with any parent/carer whose child has been expected to attend and doesn't
- Range High School will ensure that regular contact is maintained with children (and their families) who are not yet returning to school, with support from the DSL, teaching and/or pastoral staff who are encouraged to make contact directly with children, where possible and appropriate
- Staff can make calls from the school site and/or via school phones and devices, whenever possible
- Staff will record the date, time and attendance of calls
- Staff can also make contact directly with students using their school email address

- To ensure contact can be maintained, Range High School will confirm emergency contact numbers are correct with parents/carers and ask for any additional emergency contacts, preferably one outside of the household where they are available

### **Pupils who are not eligible to attend a session**

Any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session will be recorded as code X (not required to be in school).

### **Pupils who are eligible to attend a session but do not attend**

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a pupil in our school is shielding, self-isolating, or the pupil has an Education, Health and Care Plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they will be recorded as code Y (unable to attend due to exceptional circumstances)
- where a pupil in our school cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness)
- where a pupil in our school does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absence should be classed as authorised.

### **Pupils who are attending other schools**

Where a pupil in our school is attending:

- another school at which they are registered (for example, a Pupil Referral Unit (PRU)), as would normally be the case, code D (dual registered) should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered
- a host school on a temporary basis because our school cannot accommodate them, the pupil will not be registered at the host school. Our school will record the pupil as attending an approved education activity using code B (off-site educational activity) - the host school does not need to add our pupil to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - Our school will put in place arrangements whereby the host school notifies our school of any absences
- Off-site provision, a risk assessment is prepared for each child and reviewed every half term, as is their provision. Two students attend the Pinefields centre. On the risk assessment it asks that parents make Pinefields and ourselves aware if they cannot attend. If a child does not attend and doesn't call Pinefields then Pinefields informs Range High and School tries to make contact. If School does not get a response, the Attendance Officer would do a home visit. N.B. children only attend Pinefield a maximum of 5 afternoons at the centre.

**OSSME:** one student is home educated and the review and risk assessment as above completed. One student attends the centre, Bridle Road Bootle, but if he does not attend then the member of OSSME staff immediately attends the home address.

### **Using other authorised absence and attendance codes**

Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as code M (medical appointment).

### Attendance Procedure

- Duty Admin Personnel will take a register of the Key Workers' children and Vulnerable Pupils each morning
- This information will then be reported to the DfE and LA in accordance with their guidelines
- School Staff will contact any pupil that they were expecting to attend, who does not arrive as expected
- In all circumstances where a vulnerable child does not take up their place at school, or discontinues, school will notify the child's social worker
- If we are concerned about a child and cannot contact the parent, we will contact the Local Authority on 0151 934 3359. The Lead officers for School Attendance in Sefton are Tracy McKeating and Joe Farrell
- See separate arrangements for Y12 and Y10 phased returns

### **6. Designated Safeguarding Lead**

Range High School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is: David Cregeen.

The Deputy Designated Safeguarding Leads are: Vicky Ashworth and Mike McGarry.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, ClassCharts and liaising with the offsite DSL (or deputy) and, as required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all Range High School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## 7. Reporting a concern

Range High School recognises that new safeguarding concerns may arise regarding individual children as we see them for the first time in person following partial school closures.

Where any concerns are raised about pupils or staff, Range High School will follow existing and updated local arrangements as set out by Sefton LSCB and as outlined in our existing Child Protection and Safeguarding Policy. In our school:

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online
- If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible
- If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately
- In the event a member of staff or volunteer cannot contact a DSL, this will not delay them taking immediate action to safeguard a child in line with our existing Child Protection and Safeguarding Policy
- Concerns will be recorded using existing Range High School safeguarding processes as outlined in our Child Protection and Safeguarding Policy. Referral forms can be accessed via the School VLE and sent electronically to [safeguarding@range.sefton.sch.uk](mailto:safeguarding@range.sefton.sch.uk). Safeguarding information can also be logged on the School's 'Safeguard my School' system on ClassCharts, which can be viewed by the DSL and Deputy Safeguarding Leads and pastoral staff
- Staff are reminded of the need to report any concern immediately and without delay. This is clearly highlighted on Safeguard my School under the Safeguarding icon. Staff reporting any safeguarding concerns can also click the COVID-19 icon to indicate that the concern was raised during the Lockdown
- Pupils are encouraged to report concerns via existing (**school**) systems, or to a trusted adult at home
- Parents /carers are encouraged to report concerns via existing (**school**) systems. The School website also contains safeguarding information and can be accessed by clicking School Closure Information - Safeguarding

Prevent is a vital part of our work to safeguard children from radicalising influences; the School will continue to follow local processes where we have concerns during this challenging time. **The DfE has published information for schools and colleges regarding prevent management support** where pupils are receiving Channel support.

Where staff have a concern about a child, they should continue to follow the process outlined in the School Child Protection and Safeguarding Policy, this includes making a report via the Safeguarding tab on Class Charts, which can be done remotely.

In the unlikely event that a member of staff cannot access their Class Charts from home, they should email the Designated Safeguarding Lead, the Deputy Safeguarding Leads and the child's Head of House. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Concerns around the Headteacher should be directed to the Chair of Governors: Dr Mervyn Thomas. The School will continue to offer support in the process of managing allegations.

Where staff are concerned that an adult working, including volunteering, with children in the school has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm;

they should use a Local Authority Designated Officer (LADO) referral form to report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. The referral to LADO must be made within 24 hours of the allegation being made. The LADO in Sefton is Tracey Holyhead and she can be contacted on 0151 934 3783 Mobile: 07814059604

Email: [Tracey.Holyhead@sefton.gov.uk](mailto:Tracey.Holyhead@sefton.gov.uk)

## **8. Safeguarding Training and induction**

All staff will follow our existing staff code of conduct/behaviour policy and any addendum updates with regards to safer working practice, both on and off site.

Staff will continue to follow any updates to the **school/college code of conduct/behaviour policy** which have been made to reflect current Covid-19 measures and increased numbers of pupils on site from 22<sup>nd</sup> June.

**School leaders/DSLs should be aware of the updated Safer Working Practice Guidance– policies may need to be amended to reflect new expectations and requirements in response Covid-19 measures.**

DSL 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 one of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. Details of how to report a concern have been added to the main page of the School's website. Safeguarding information can be accessed by clicking School Closure Information and then Safeguarding.

Where new staff are recruited, or new volunteers enter Range High 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

#### **9. Safer recruitment/volunteers and movement of staff**

- During the return to school period, if Range High School recruits new staff, we will continue to follow the relevant safer recruitment practices including those set up in part 3 of KCSIE 2019
- If volunteers are recruited Range High School will continue to follow the guidance in accordance with KCSIE 2019 and Safer Working Practice Guidance produced as a response to Covid-19. This can be found at:

<https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-1.pdf>

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, Range High 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).

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.

A new DBS check for returning staff, who have continued to be employed but have not been working in regulated activity is not required, however, if for any reason the **school** have concerns about an individual, we may obtain a new check. The Home Office and Immigration Enforcement have also temporarily adjusted the [Right to work checks](#) due to Coronavirus (COVID-19).

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

Where Range High School is 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 who has not been checked be left unsupervised or allowed to work in regulated activity.

Range 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.

Range High 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](mailto: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/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, Range High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **10. Supporting Wellbeing**

- Range High School recognises that staff, parents/carers and pupils may experience some degree of emotional wellbeing or anxiety challenges as more children return to school
- Range High School recognises that many children consider school to be a safe place and the current situation may impact on pupils', staff and parent/carers' mental health
- Range High School will plan to ensure everyone feels supported through an inclusive culture and that everyone returns to a positive working environment to help relieve any anxiety or fear
- Range High School will ensure the whole community are welcomed. Staff and pupils and will be given the opportunity for wellbeing check-ins within trusted relationships
- Range High School will ensure that all children who are categorised as vulnerable or children of critical workers, as well as those children returning to school from 22<sup>nd</sup> June onwards, are appropriately supported
- Staff will address the wellbeing of pupils through a range of approaches including age/ability appropriate activities
- Pastoral staff will be available for pupils and will be given the time to provide support as required
- Senior leaders and the DSL (or deputies) will be available to provide support to staff as required
- Teachers will be aware of the impact the current circumstances can have on the mental health of pupils (and their parents) who are continuing to work from home, including when setting expectations of children's' work
- Range High School will continue to signpost staff, pupils and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally

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

Range 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.

## **12. 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 and Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Range High School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

School will ensure that parents and carers are aware of the importance of children being safe online. This includes emphasising the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

The following may be of use to parents and carers in ensuring that the children are safe whilst online at home:

- [Internet matters](#)- 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
- Childnet - offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support <https://www.childnet.com/>
- Let's Talk About It - advice for parents and carers to keep children safe from online radicalisation <https://educateagainsthate.com/resources/lets-talk/>

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

- No 1:1s, groups only
- 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 be blurred
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- 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 agreed to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held

### **13. Supporting children not in school**

Range High School is committed to ensuring the safety and wellbeing of all its Children and Young People.

The Government has strongly encouraged children in eligible year groups to return to school unless they are self-isolating or shielding, however, there may be a significant number of children still not attending school.

Range High School will continue to ensure the safety and wellbeing of all children and young people on the school roll but who may not be physically attending. All DSLs will continue to identify vulnerable children who would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support.

There will be clear plans around how best to communicate with pupils who are identified as vulnerable, as well as those whom DSLs have concerns about, who do not receive a statutory service. This could include telephone contact and/or doorstep visits at the discretion of the DSL.

Range High School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who has been identified as able to return but for whatever reason is not doing so.

Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.

Where parents/carers opt to supplement the school remote learning offer, we emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

**The School's website has new information concerning the Lockdown under the School Closure Information icon. Various sub headings, including Safeguarding, lead browsers to relevant areas of support such as how to Stay Safe (Merseyside Police).**

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 this plan must be recorded on ClassCharts, as should a record of contact that has been made.

Other individualised contact methods should be considered and recorded.

Range High 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 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.

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

#### **14. Supporting children in school**

Range High School is committed to ensuring the safety and wellbeing of all its students.

Range High School 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.

Range 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.

Range High 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 them. This will be tailored to each child and recorded on ClassCharts.

Where Range High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the local authority and the Chair of Governors.

To help ensure that the risk of virus spread for both staff and children is as low as possible, we will be:

- telling children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- ensuring class sizes reflect the numbers of teaching staff available and are kept as small as possible
- asking parents not to come on to the premises other than to drop off or collect their child
- asking only those staff members on the rota to come into school
- ensuring all staff and children wash their hands with soap and water for 20 seconds frequently, and are encouraged not to touch their face, while using a tissue or elbow to cough or sneeze and using bins for tissue waste
- increasing cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to [guidance on cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). This information can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

## **15. First Aid -Impact of Staff Absence**

If our school does not have a first aider on site during opening hours, we will inform the Local Authority. As a school we will liaise and link with other schools in the local area to ensure we have first aid support. Advice can be sought from St John Ambulance Service at <https://www.sja.org.uk/get-advice/>

## **16. Children who attend or transfer to another setting**

If children are attending another setting, **Range High School** will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information, especially if children are vulnerable.

For looked-after children, any change in school will be led and managed by the Virtual School Head/Principal Admissions Officer with responsibility for the child.

The receiving school will be aware of the reason any child is vulnerable and any arrangements in place to support them. This will take place ideally before a child arrives or as soon as reasonably practicable.

Any exchanges of safeguarding information will take place between DSLs (or a deputy) and SEND information will be shared by special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC Plans.

If this is not possible, **David Cregeen or Mike McGarry**, will take responsibility.

**Range High School** will continue to have appropriate regard to data protection law but is aware this does not prevent the sharing of information for the purposes of keeping children safe. **Further advice about information sharing can be found at paragraphs 76 to 83 of KCSIE.**

### **17. Peer on Peer Abuse**

Range High School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Range High School recognises that the current circumstances and the changeable nature of Government Guidance may mean that the school needs to adapt elements of the process in some cases to ensure that they are able to respond in line with advice when required.

Government Guidance has recommended smaller class sizes, staggered lunch breaks, social distancing, and several adaptations to the school day that will require a range of strategies to help manage children's interactions with one another and their own understanding of what is appropriate behaviour at this time.

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 ClassCharts and appropriate referrals made.

Our school will promote the use of Bully Busters. Currently the Service will not be visiting schools to deliver anti-bullying sessions, but they will continue to provide advice and guidance to anyone concerned about bullying. They can be contacted by email [bbusters@localsolutions.org.uk](mailto:bbusters@localsolutions.org.uk). The Helpline will remain open: 3-6pm Monday – Friday – 0800 1696928

### **18. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse**

At our school we acknowledge that the order to stay at home can cause anxiety for those who are experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses you are under. For anyone who feels they are at risk of abuse, it is important to remember that there is help and support available to you

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

We will, as a school, contact Sefton Women's and Children Aid (SWACA) to access free confidential support for women, children and young people throughout Sefton who are experiencing domestic abuse. Due to COVID 19 they are offering support via phone and email.

**Tel:** 0151 922 8606  
**Text:** 07779745594  
**Email:** [help@swaca.com](mailto:help@swaca.com)

The team is available **Monday, Tuesday & Thursday** 9.30am – 5.00pm  
**Wednesday** 9.30am – 7.00pm **Friday** 9.30am – 3.00pm

## **19. Mental Health**

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

At Range High School we understand as a school that children and young people and their families will be anxious and this can affect children's emotional health and well-being and their overall mental health. Members of staff covering children of Key workers and vulnerable pupils are available on their duty days for pupils to speak to, as is the DSL who attends every day. Pupils can also discuss concerns with a Learning Mentor on the days they are timetabled to attend school. Children can also email their own Form Tutor or Head of House for support.

The Government has issued guidance for parents and carers in relation to children and young people's mental health and well-being. This can be found at <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

School has also made available numerous health and well-being resources and these can be found on the School website under School Closure Information – Pupil Health and Well-being.

## **20. Merseyside Police**

Range High School continues to work in partnership with Merseyside Police. We are committed to publishing information produced by Merseyside Police in relation to COVID 19 to protect and safeguard our school community. We will also be reporting to the Police any information we receive as a school that may involve any criminal activity that is taking place including anti-social behaviour outside of school.

## 21. Support from the LA / Senior Leadership in School

The Senior Leadership Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. The School securely records and maintains CP information under Safeguarding (via Safeguard my School on ClassCharts). Data is also stored electronically via a Safeguarding Matrix and hard copies of safeguarding files are kept and maintained.

The Senior Leadership will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

The LA Designated Lead for Education, Tracy McKeating will provide direct support for Designated Leads across all schools in Sefton.

## 22. Useful Contacts:

NAME	TELEPHONE NUMBER
Addaction	0707983430995
Bully Busters	0800 169 6928
CAMHS (single point of access)	0151 282 4527
CATCH 22 CE	0151 934 2535
Channel Co-ordinator Claire Wright	0151 777 8328
Children Missing Education Co-ordinator Carole Blundell	0151 934 3181
Virtual Head teacher	0151 934 2226
Education Safeguarding Tracy McKeating	07837863075
Housing Options	0151 934 3541
Independent Domestic Abuse Advisors	0151 934 5142
Local Authority Designated Officer (LADO) Tracey Holyhead	0151 934 3783 Mob: 07814059604
LSCB Administrator Donna Atkinson	0151 934 4706
LSCB Business Manager Deb Hughes	0151 934 4706
Merseyside Police	101/emergency 999
Multi-Agency Safeguarding Hub (MASH)	0151 934 4013/ 4481.
Out of Hours Service	0151 934 3555.
Parenting 2000	01704 380047/0151 932 1163
Rape & Sexual Abuse Centre [RASA] Sefton	0151 558 1801
Sefton Women & Children's Aid (SWACA)	0151 922 8606
SEND Debra Vis	0151 934 2462
VENUS	0151 474 4744

### Contacts for children who go to school in Sefton but live in neighbouring Local Authorities

Local Authority	Telephone number	Out of hours
Knowsley MASH	0151 443 2600	0151 443 2600 (same as MASH)
Lancashire Care Connect	<b>0300 123 6720</b>	0300 123 6722
Liverpool Care Line	0151 233 3700	0151 233 3700 (same as Care Line)

### 23. Review of the Child Protection and Safeguarding Policy

At the present time, things continue to evolve and change daily and in the coming days advice from Central Government may change again. We will continue to keep this Policy under regular review and consult closely with the Local Authority regarding these arrangements to ensure they continue to provide an effective and helpful response for children and families in our school.

### 24. Further Support

The Department for Education COVID-19 helpline is available to answer questions.

#### DfE Coronavirus helpline

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children's guide to coronavirus which aims to answer children's questions about coronavirus, tell children how to stay safe and protect other people and how to help them make the best of their time at home. This can be found at <https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/>

Sefton LSCB for the most up-to-date safeguarding information. You can access this at <https://seftonlscb.org.uk/lscb>