

Annex 3



**COVID-19 school closure arrangements for
Safeguarding and Child Protection
at
North West London Jewish Day School**

School Name: North West London Jewish Day School

Policy owner: J. Caplan (Headteacher)

Date: 6.4.2020

Updated: September 2020

This policy should be read inline with the schools Safeguarding and Child Protection Policy.

Context

From 20th March 2020 all UK schools were asked to close by the UK Government in order to reduce the spread of COVID19 virus. Parents were asked to keep their children at home, unless they fell into specific groups and even then, only if they absolutely needed the provision.

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.

From September 2020 all classes returned to school, however this policy should be referred to should there be a closure of school, bubble or local lockdown.

This addendum of the North West London Jewish Day School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements, **should there be a lockdown**, in the following areas:

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Key contacts

Role	Name	Email
Designated Safeguarding Lead	Judith Caplan Emergency contact number 07941221403	icaplan@nwljds.org.uk
Deputy Designated Safeguarding Lead	Rabbi Ronen Broder Yosh Radomsky	rbroder@nwljds.org.uk yradomsky@nwljds.org.uk
Headteacher	Judith Caplan	icaplan@nwljds.org.uk
Deputy Headteachers	Rabbi Ronen Broder Yosh Radomsky	rbroder@nwljds.org.uk yradomsky@nwljds.org.uk
Child Protection Lead	Amanda Shoota	ashoota@nwljds.org.uk
Deputy Child Protection Lead	Madeleine Bendell Judith Caplan	mbendell@nwljds.org.uk icaplan@nwljds.org.uk
Chair of Governors	Ashley Donoff	adonoff@nwljds.org.uk
Safeguarding Governor	Ashley Donoff	adonoff@nwljds.org.uk
Safeguarding Trustee	Sheila Taylor	Staylor@nwljds.org.uk
Mental Health and Well Being	Danielle Stone	dstone@nwljds.org.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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority, SENCO 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 therefore 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 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.

North West London Jewish Day School will continue to work with and support children's social workers to help protect vulnerable children.

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 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 North West London Jewish Day School will explore the reasons for this directly with the parent.

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

North West London Jewish Day School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

If there is a closure then the school will follow the advice given by the Local Authority and the DFE (Department for Education).

North West London Jewish Day School and social workers will agree with parents/carers whether children in need should be attending school, if this is an option. North West London Jewish Day School will then follow up on any pupil that they were expecting to attend, who does not. North West London Jewish Day School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, North West London Jewish Day School will, when communicating with parents/carers and carers, 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, North West London Jewish Day School will notify their social worker and also remain in contact with the family.

Staff monitor the work children submit on the online platform and also monitor attendance on Zoom sessions. They inform the Safeguarding team if a child is regularly not attending online sessions.

Designated Safeguarding Lead

North West London Jewish Day School has a Designated Safeguarding Lead

The Designated Safeguarding Lead is: Miss Judith Caplan

For all other members of the Safeguarding team see page 2.

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 the DSL/DDSL regularly.

It is important that all North West London Jewish Day School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Child Protection and Safeguarding Policy.

In the unlikely event that a member of staff cannot access or speak in person to a member of the Safeguarding Team, they should email the Designated Safeguarding Lead and Child Protection Team. They will acknowledge receipt of the email. This will ensure that the concern is received.

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 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.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Ashley Donoff and in his absence to Chair of Trustees: Mr David Landy.

Safeguarding Training and induction

DSL training is still likely to take place whilst there remains a threat of the COVID 19 virus, albeit online.

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 Children 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.

Where new staff are recruited, or new volunteers enter North West London Jewish Day 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

Upon arrival, they will be given a copy of the Safeguarding information for the school to read. They will also be asked to sign a copy of the schools' code of conduct. They will also be expected to sign a document related to COVID.

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, North West London Jewish Day 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 (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.

Where North West London Jewish Day 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 who has not been checked be left unsupervised or allowed to work in regulated activity.

North West London Jewish Day 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.

North West London Jewish Day 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

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, North West London Jewish Day School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools

North West London Jewish Day 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.

Whilst pupils are at home using technologies they are reminded of the safety rules at the beginning of each teaching session. Furthermore, all staff have been trained in online safety via the National online safety. Parents are also reminded on how to keep their children safe whilst online at home.

Children and online safety away from school

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 code of conduct.

North West London Jewish Day School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

- No 1:1s, it should be in 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 provided by North West London Jewish Day School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

North West London Jewish Day School is committed to ensuring the safety and wellbeing of all its Children.

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.

The plans can include; remote contact, phone contact. Other individualised contact methods should be considered and recorded.

North West London Jewish Day School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The school will share safeguarding messages on its website and social media pages.

North West London Jewish Day 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 North West London Jewish Day School need to be aware of this in setting expectations of pupils' work where they are at home.

North West London Jewish Day 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 bespoke to each child.

Supporting children in school

North West London Jewish Day School is committed to ensuring the safety and wellbeing of all its students.

North West London Jewish Day 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.

North West London Jewish Day 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.

Where North West London Jewish Day School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Governors and Trustees.

Peer on Peer Abuse

North West London Jewish Day 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 and Safeguarding 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 to the DSL **and** or Child Protection Lead.