

**“Do unto others, as you would have them do unto you.”**  
Luke 6:31

In the Koinonia Federation we strive for excellence and high standards through:



A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.

### **COVID-19 school closure arrangements for Safeguarding and Child Protection for the Koinonia Federation**

This policy annex is to be read alongside the Safeguarding and Child Protection Policy and the E-Safety Policy.

There have been significant changes within our setting in response to the current National lockdown. Most of our students, except those of key workers and those whom come under the vulnerable category are now at home and the majority staff are working on a rota where they are working from home as well as in school.

Despite the changes, the school's Safeguarding and Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSLs in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

#### **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 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 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 deputy) 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.

The Koinonia Federation 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

Lead (VSH) for looked-after and previously looked-after children. The lead person for this will be each campus' DSL. 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 the campus DSL will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, the DSL and/or Campus Lead or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. The Koinonia Federation will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Attendance Monitoring**

Local authorities and education settings do not need to follow their usual attendance procedures to follow up on non-attendance. DSLs and social workers will agree with parents/carers whether Children in Need should be attending school – Senior Leadership and DSLs will then follow up on any student that they were expecting to attend, who does not. Staff 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, the Koinonia Federation 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, each campus DSL will notify their social worker.

### **Designated Safeguarding Lead**

The Koinonia Federation has a Designated Safeguarding Lead (DSL) and a Deputy DSL for each campus. We also have other trained staff which form part of larger Safeguarding teams at each campus.

The Federation Designated Safeguarding Lead is: Victoria Wainwright

The Designated Safeguarding Lead for Christ Church school is: Alex Ermellino

The Deputy Designated Safeguarding Lead for Christ Church school is: Brenda Lamont

Other members of the SG team include: Sam Reid and Melissa Graham

The Designated Safeguarding Lead for St MM Pri Pen school is: Kyla Butterworth

The Deputy Designated Safeguarding Lead for St MM Pri Pen school is: Sonya Williams

Other members of the SG team include: Dayo Ajayi and Julia Hoon

The Designated Safeguarding Lead for St MM Pri Woolwich school is: Morayo Amao

The Deputy Designated Safeguarding Lead for St MM Pri Woolwich school is: Tainia Thomas

Other members of the SG team include: Tiffany King, Sarah Ringmo and Julia Hoon

The Designated Safeguarding Lead for St MM Secondary Phase Pen school is: Zoe Pett

The Deputy Designated Safeguarding Leads for St MM Secondary Pen school are: Anita Hinds and Amanda Hughes

Other members of the SG team include: Razwan Hussain, Tom Hopkins and Tom Greenwood

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, CPOMS 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 or college.

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

## Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Campus Lead and the Executive Co-Headteacher, Victoria Wainwright. 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 Executive Co-Headteacher, Victoria Wainwright. If there is a requirement to make a notification to the Executive Co-Headteacher whilst away from school, this should be done verbally and followed up with an email to the Executive Co-Headteacher. Concerns around the Executive Co-Headteacher should be directed to the Co-Chair of Governors: Peter Gregory or Judith Eastaugh.

## Safeguarding Training and Induction

DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read Part 1 of Keeping 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. Where new staff are recruited, or new volunteers enter the Koinonia Federation, 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 receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## 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, the Koinonia Federation will continue to follow the relevant safer recruitment processes, 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. Where the Koinonia Federation 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. The Federation 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. The Federation 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the Koinonia Federation will continue

to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Online Safety**

The Koinonia Federation 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.

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

We 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 if delivering virtual lessons/pre-recorded looms, especially where webcams are involved:

- No 1:1 sessions, groups/classes only
- Staff and children must wear suitable clothing, as should anyone in the household who is appearing on camera
- Any computers should be used in shared living areas (e.g. not bedrooms) and the background should be blurred, neutral or blank
- Any live classes should be recorded so if any issues were to arise, the video can be reviewed or with another member of the faculty as per MBY's training (secondary)
- Language must be professional and appropriate, including from any family members in the background
- Staff must only use school platforms to communicate with pupils and families

Staff will only use the Purple Mash platform, Satchel and Office 365 OneNote Class Notebook to provide learning resources and activities to children.

The e-safety policy should be adhered to when using these platforms.

## **Supporting Children not in School**

The Koinonia Federation is committed to ensuring the safety and wellbeing of all its children. Where the DSLs have 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 CPOMS, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The Federation and its DSLs 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 DSLs will consider any referrals as appropriate.

The Federation will share safeguarding messages on its website and social media pages. We recognise that our schools are a protective factor for children, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at need to be aware of this in setting expectations of pupils' work where they are at home. Staff 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 and recorded on CPOMS.

## **Supporting Children in School**

The Koinonia Federation is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Executive Co-Headteachers will ensure that appropriate staff

are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We 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.

The Federation 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 and recorded on CPOMS. Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Governing Body.

### **Peer on Peer Abuse**

The Koinonia Federation recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. If we receive a report of peer on peer abuse, we will follow the principles as set out in Part 5 of KCSIE and of those outlined within of the Child Protection Policy. The Federation will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made

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