



COVID-19 school closure arrangements for
Safeguarding and Child Protection at
The Lyceum School

School Name: The Lyceum School

Approved by: Sara Taggart

Date: 6/1/2021

Date shared with staff: 6/1/2021

Context

From 5th January 2021, parents were asked once again 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. With the exception of Nursery pupils who are allowed to continue attending their education setting, Schools 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 addendum of The Lyceum's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key Contacts

Role Name	Email
Designated Safeguarding Lead	staggart@lyceumschool.co.uk
Deputy Designated Safeguarding Lead	headteacher@lyceumschool.co.uk
Deputy Designated Safeguarding Lead	jlamond@lyceumschool.co.uk
Headteacher	headteacher@lyceumschool.co.uk
Dukes Education Compliance – Lisa Maynard	Lisa.maynard@dukeseducation.com
Chair of Governors – Mark Bailey	Mark.bailey@dukeseducation.com

We will still have regard to the statutory safeguarding guidance [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people do not enter the school workforce or gain access to children

Children should continue to be protected when they are online.

Designated Safeguarding Lead

The Lyceum School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is: Sara Taggart

The Deputy Designated Safeguarding Leads are: Hilary Wyatt and Jen Lamond

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 named member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing liaising with the offsite DSL (or deputy).

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

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 via a yellow concern form (which can be done remotely).

Electronic copies of concern forms have been sent to all staff. However, in the unlikely event that a member of staff cannot access a yellow concern form, they should email the Designated Safeguarding Lead, Headmistress and the Chair of Governors. This will ensure that their 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 Headmistress. If there is a requirement to make a notification to the Headmistress whilst away from school, this should be done verbally and followed up with an email to the Headmistress.

Concerns around the Headmistress should be directed to the Chair of Governors: Mark Bailey.

Safeguarding Training and Induction

The DSL and DDSLs attended a full day's virtual DLS Update training on Monday 4th January 2021.

All existing school staff have received safeguarding training in September 2020 and have read part 1 of Keeping Children Safe in Education (September 2020). All staff members know what to do in the event they are concerned about the wellbeing of a pupil.

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 Lyceum 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.

The Lyceum 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.

The Lyceum School will continue to consider and make referrals to the Teaching Regulation Agency (TRA). 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 Sara Taggart, Hilary Wyatt and Jen Lamond are 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 Lyceum School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE (2020).

Online Safety in Schools

The Lyceum School will continue to provide a safe environment, including online.

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 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 Code of Conduct.

The Lyceum School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Parents are not permitted to record any lessons (whether audio or video) or photograph staff or pupils on screen.

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

- Group sessions are preferable though one-to-one interventions and music lessons may be held with parental permission. Any one-to-one sessions need to take place in a room with the door open or with parental supervision.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example a study or living room.
- 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 from any family members in the background.
- Staff must only use Zoom or pupils' individual school email addresses to communicate with pupils.
- Staff need to complete the pre-made form to record information about each teaching session including the length, time, date, subject and which pupils were present. Separate forms are to be completed for each live lesson delivered.

Zoom - Online Platform

On 5th April 2020, Zoom added new security and privacy measures to its site. It now makes all users password protect their meeting room. Other ways staff at The Lyceum will protect their Zoom space include:

- Not allowing attendees to join before host
- Muting attendees on joining
- Setting up a 'waiting room'
- Ensuring that pupils sign in with their first name so the waiting room can be 'scanned'. Nicknames and parent names will not be allowed entry.
- Locking meeting rooms once sessions have started

Safeguarding All Children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in the section above titled 'Reporting a Concern'.

For children at home, they will look out for signs such as:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Supporting Children Not in School

The Lyceum School is committed to ensuring the safety and wellbeing of all its pupils.

The communication plans can include remote contact and phone contact.

The Lyceum 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 relevant safeguarding messages on its website and social media pages.

The Lyceum School recognises that school is a protective factor for children and the current circumstances can affect the mental health of pupils and their parents/carers. Teachers at The Lyceum School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting Children in School

The Lyceum School is committed to ensuring the safety and wellbeing of all its students.

The Lyceum School will continue to be a safe space for all children to attend and flourish.

The Headmistress will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Lyceum 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.

The Lyceum School will ensure that provision is made for the care of children of critical workers.

Where The Lyceum School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the chairman.

Peer on Peer Abuse

The Lyceum 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 Policy.

The school 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 and appropriate referrals made.

Children's Mental Health

We are mindful of the impact the current circumstances and school changes might have on the mental health of pupils. Staff will 'check in' regularly with individuals and hold weekly circle times, encouraging pupils to discuss their feelings.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

The Headmistress will deliver weekly assemblies and parents are encouraged to send in photographs of their children taking part in online learning activities or showing completed projects.

Support from Dukes Education

Dukes Education Compliance Director and Chairman will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

Dukes Education will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

Links with Other Policies

This policy links to the following policies and procedures:

- Child Protection and Safeguarding Policy (7a)
- Staff Behaviour and Code of Conduct Policy (7e)
- IT Acceptable Use Policy
- Health and Safety Policy (11)
- E-Safety Policy (7h)
- Anti-Bullying Policy (10a)