

OAKLANDS CATHOLIC SCHOOL

<u>AND</u> SIXTH FORM COLLEGE

With delegated responsibility from the Edith Stein Catholic Academy Trust

<u>Annex to</u> <u>Child Protection Policy and Safeguarding Policy</u>

COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Oaklands Catholic School

DATE OF PUBLICATION	APRIL 2020
DATE LAST REVIEWED	19 April 2021
DATE OF THIS REVIEW	7 June 2021
MEMBER OF STAFF RESPONSIBLE	DEPUTY HEAD / DESIGNATED SAFEGUARDING LEAD
STATUTORY / NON-STATUTORY	NON-STATUTORY





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Policy Amendments

Version Date	Section / Page	Amendments
June 2021		No changes required
March 2021	12.7 Page 11	Reference to re-opening of schools from March 8 th 2021
	14.4 / Page 13	Refresher training for staff
February 2021		No changes required
January 2021	1.1 Page 2	Second lockdown added
<u>,</u>	11.3 Page 9	Clarification regarding which contact will be logged
	11.4 Page 9	Clarification regarding methods of contact
	13.4 Page 11	Clarification regarding non-attendance
December 2020		No changes required
November 2020	4.5 / Page 5	Removal of requirement to make weekly return to the Local Authority
	4.6 / Page 5	Addition of 4.6
October 2020	5.1.2 / Page 6	Removal of name of DDSL
	7.1 / Page 7	Update on DSL training
	7.7 / Page 8	Staff training update
	14.4 / Page 12	Staff training update
August 2020	Page 3	Addition of Scope of the Policy statement
	Sections 3-15 / Pages 4-14	These sections related to arrangements during school closure and would apply in the event of local lockdown / further school closure
	Addition of 5.12 / Page 6	Change to availability of DSL/DDSL
	Addition of 6.8 / Page 7	Usual reporting procedures for safeguarding concerns apply
	Addition of 7.7 / Page 9	Safeguarding training will resume
	Addition of 8.8 / Page 9	Safer recruitment guidance will continue to be followed
	Addition of 11.11 / Page 11	Arrangements for children who are not able to attend school
	Addition of 12.8 / Page 12	Support for children in school will resume.
	Addition of 13.6 / Page 13	Attendance is compulsory for all from September 2020
	Addition of 14.14 / Page 13	Staff training on mental health
	Addition of 15.5 / Page 14	DSL / DDSL availability for referrals
July 2020	4.5 / Page 5	Local Authority weekly submission Minimum DSL
	5.2 / Page 6	number on site
	5.11 / Page 6	Increased arrangements when students are on site
	10.5 /Page 9	Additional online safety support for parents
June 2020	3.6 / Page 5	Addition of sentence regarding vulnerable children identified and attending provision
	5.2 / Page 6	Addition of sentence regarding DDSLs and resources available to students
	5.8 / Page 6	Addition of paragraphs regarding DSLs
	5.9 / Page 6	
	5.10 / Page 6	
	10.5 / Page 8	Addition of paragraph regarding online safety
	11.6 / Page 9	Addition of sentence regarding sharing of plan of student monitoring
	12.7 / Page 10	Addition of paragraph regarding updated arrangements for increased number of students attending
	13.0 / Page 10	New section for Identification of Vulnerable Children
	14.0 / Page 11	New section for Mental Health

May 2020	3.4 / Page 4	Addition of sentence regarding Risk Assessments	
	3.11 / Page 5	Addition of paragraph regarding vulnerable children attending school	
	11.6 / Page 9	Details of how the plan to support children who are not in school is reviewed	
September 2020, January 2021 and March 2021		Date changes as schools return, lockdown begins / ends	

This addendum applies until further notice.

It sets out changes and exceptions to our normal safeguarding policy. Pupils, parents and staff should continue to follow our normal child protection policy and safeguarding policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils. Covid-19 Addendums will be reviewed at least once a month

1.0 Context

- 1.1 From 20th 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. This requirement has come into force again from January 6th 2021
- 1.2 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.
- 1.3 This addendum of the Oaklands Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

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2.0 Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Julie Oldroyd	02392 248044 Voicemail facility	Please use email in the first instance and include a number you can be called back on julie.oldroyd@oaklandscatholicschool.org
Deputy Designated Safeguarding			Please use email in the first instance and include a number you can be called back on
Lead	Julie Whittingham Amy Bonnington	Work mobile: 07557 647944	j.whittingham@oaklandscatholicsschool.org
	Jane Standen		a.bonnington@oaklandscatholicschool.org j.standen@oaklandscatholicschool.org
	Rich Jones		r.jones@oaklandscatholicschool.org
Headteacher	Matthew Quinn		matthew.quinn@oaklandscatholicschool.org
Chair of Governors	Marc Evans		chairofgovernors@oaklandscatholicschool.org
Safeguarding advisors / Local Authority Designated Officers (LADOs)	Barbara Piddington Fiona Armfield Mark Blackwell	HCC Safeguarding Unit 01962 876364	

3.0 Vulnerable Children – Arrangements during School Closure

- 3.1 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.
- 3.2 Those who have a social worker include children who have a Child in Need Plan, a Child Protection Plan and those who are Looked After Children. 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.
- 3.3 Hampshire have identified children supported through the Early Help Hub as vulnerable as they are supported by Childrens Services.
- 3.4 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. Risk assessments (using the Local Authority template) have been undertaken by the SENCo on all students with an EHCP and these are reviewed fortnightly. Actions arising from the risk assessments are actioned by the SENCo and Deputy Head (Pastoral).

- 3.5 Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.
- 3.6 Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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. Oaklands has identified a number of children who fall into this category and they attend the in-school provision
- 3.7 Oaklands 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 Sadie Whyte.
- 3.8 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 / family support worker and Oaklands will explore the reasons for this directly with the parent and will record the outcome of this communication.
- 3.9 Where parents are concerned about the risk of the child contracting COVID-19, Oaklands staff or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- 3.10 Oaklands will encourage our vulnerable children and young people to attend school and / or access the online learning provision.
- 3.11 Where vulnerable children are attending school, they have a weekly welfare meeting with the DSL on site

4.0 Attendance Monitoring - Arrangements during School Closure

- 4.1 Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.
- 4.2 The daily register of attendees is collated by the DSL and should any child who is expected to attend not register, the normal attendance procedures will be carried out by the Attendance Officer and the parent contacted to give a reason for the absence.
- 4.3 To support the above, Oaklands 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.
- 4.4 In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Oaklands will notify their social worker / family support worker.
- 4.5 Oaklands continue to complete the DfE daily return of attendees.
- 4.6 From September 2020, Oaklands will continue to take the daily registers during any partial closure or if any groups of students have to isolate.

5.0 Designated Safeguarding Lead and Deputy Designated Safeguarding Leads - Arrangements during School Closure

- 5.1 Oaklands has a Designated Safeguarding Lead (DSL) and 8 Deputy DSL's.
 - 5.1.1 The Designated Safeguarding Lead is: Julie Oldroyd
 - 5.1.2 The Deputy Designated Safeguarding Leads are: Julie Whittingham, Amy Bonnington, Jane Standen, Rich Jones. In addition, Sadie Whyte has specific responsibility for LAC, Tracey Rowsell for SEN, Belinda Ludlam for Sixth Form.
- 5.2 The optimal scenario is to have a trained DSL/DDSL available on site. Where this is not the case a trained DSL/DDSL will be available to be contacted via phone or online video for example when working from home. Oaklands has increased on-site availability to a minimum of two DDSL's from 1 June 2020. A *Where to go for Help'* poster is displayed in school and the *'Keep in Touch'* email is available.
- 5.3 Where a trained DSL/DDSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
- 5.4 This might include updating and managing access to our safeguarding tracker and liaising with the offsite DSL/DDSL 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 school.
- 5.5 It is important that all Oaklands staff and volunteers have access to a trained DSL/DDSL. On each day staff on site will be made aware of who that person is and how to speak to them.
- 5.6 Staff have remote access to log concerns on the safeguarding tracker.
- 5.7 The DSL/DDSLs will continue to engage with social workers, submit reports and attend all multiagency meetings, which can be done remotely.
- 5.8 The DSL (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school or college site via school or college phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.
- 5.9 DSLs (and deputies) should continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.
- 5.10 Every school and college will face unique challenges at this time, including as they welcome back more children. Where reasonably possible and where relevant, the DSL (or deputy) should consider these challenges in a child protection context and reflect them in the child protection policy as appropriate.
- 5.11 On days when students are in for an academic review meeting, interviewers are directed to ensure that any pastoral, welfare or safeguarding concerns are passed on so a DSL can speak with a student before they leave site.
- 5.12 From September 2020, all DSL / DDSL are on site whilst school remains open to all students.

6.0 Reporting a Concern - Arrangements during School Closure

- 6.1 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 on the safeguarding tracker, which can be done remotely.
- 6.2 In the unlikely event that a member of staff cannot access the safeguarding tracker from home, they should email the Designated Safeguarding Lead and copy in one of the DDSLs. They should not submit details using email but give a telephone number they can be called on to share the details of the concern. This will ensure that the concern is received.
- 6.3 Staff are reminded of the need to report any concern immediately and without delay.
- 6.4 Where staff are concerned about any adult working with children in the school, they must report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, an email should be sent to the Head with the title URGENT and a contact number included so that staff can be called back. Details of the concern must not be included in the email.
- 6.5 The Head will then determine if the issue should be referred to the LADO.
- 6.6 Concerns around the Headteacher should be directed to the Chair of Governors: Marc Evans using the email address listed in contacts. An email should be sent with the title URGENT and a contact number included so that staff can be called back. Details of the concern must not be included in the email.
- 6.7 The Chair of Governors will then seek advice from the LADO.
- 6.8 From September 2020, all DSL / DDSL are on site whilst school remains open to all students to receive referrals in the usual way.

7.0 Safeguarding Training and Induction - Arrangements during School Closure

- 7.1 DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. All DSLs who are due to have updated training have been able to secure virtual training during the autumn term
- 7.2 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.
- 7.3 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.
- 7.4 Where new staff are recruited, or new volunteers enter Oaklands, they will continue to be provided with a safeguarding induction.
- 7.5 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

- 7.6 Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy, the Safeguarding Policy, confirmation of local processes and confirmation of DSL arrangements.
- 7.7 From September 2020, Safeguarding training will resume. Keeping Children Safe in Education 2020 comes into effect from 1st September. Training with staff was completed during the first week of September.

8.0 Safer Recruitment / Volunteers and Movement of Staff - Arrangements during School Closure

- 8.1 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, Oaklands 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).
- 8.2 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.
- 8.3 Where Oaklands 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.
- 8.4 Oaklands 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.
- 8.5 Oaklands 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'.
- 8.6 During the COVID-19 period all referrals should be made by emailing <u>Misconduct.Teacher@education.gov.uk</u>
- 8.7 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, Oaklands will continue to keep the single central record (SCR) up to date as outlined in Paragraphs 148 to 156 in KCSIE.
- 8.8 From September 2020, all safer recruitment guidance will continue to be followed.

9.0 Online Safety in Schools and Colleges

- 9.1 Oaklands will continue to provide a safe environment, including online. This includes the use of an online filtering system.
- 9.2 Where students are using computers in school, appropriate supervision will be in place.

10.0 Children and Online Safety away from School and College -Arrangements during school Closure

- 10.1 It is important that all staff who interact with children 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.
- 10.2 Online teaching should follow the same principles as set out in the Staff Code of Conduct
- 10.3 Oaklands will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 10.4 Oaklands will only be delivering virtual lessons using webcams or similar technologies if it is safe to do so and the appropriate safeguards have been put in place. Webcam lessons will not be used for KS3 or KS4.
- 10.5 Guidance and support for parents regarding online safety has been issued via email and the school website. Virtual parent workshops have been offered by Lee Haywood, Internet Safety UK.

11.0 Supporting Children not in School - Arrangements during School Closure

- 11.1 Oaklands is committed to ensuring the safety and wellbeing of all its Children and Young people.
- 11.2 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 will ensure that Heads of Year will maintain contact.
- 11.3 Details of students who will be monitored during the school closure have been RAG rated and records of the contact made are logged for those RAG rated red
- 11.4 The communication plans include remote contact by email, Teams Chat and phone contact.
- 11.5 Oaklands and its DSL/DDSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.
- 11.6 This plan is reviewed regularly (at least once a fortnight through virtual Pastoral Team meetings) and where concerns arise, the DSL will amend the RAG rating, add students as required to the monitoring list and make Inter Agency / external agency referrals as appropriate. The updated plan is shared with staff fortnightly.
- 11.7 The school will share safeguarding messages on its website and social media pages and send a weekly 'keep safe' email message to all students.
- 11.8 Some students who have been identified as particularly vulnerable have been given a 'keep safe' card with an email address KeepInTouch@oaklandscatholicschool.org along with details for ChildLine and what to do in the case of an emergency.
- 11.9 Oaklands 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 Oaklands will be aware of this in setting expectations of pupils' work where they are at home.

- 11.10 Oaklands 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.
- 11.11 Students not in school from September 2020 for whatever reason will be contacted by their Head of Year so that suitable arrangements can be made for work to be sent home and pastoral contact maintained.

12.0 Supporting Children in School - Arrangements during School Closure and as Schools re-open to all Students in September 2020

- 12.1 Oaklands is committed to ensuring the safety and wellbeing of all its students.
- 12.2 Oaklands 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.
- 12.3 Oaklands 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.
- 12.4 Oaklands 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.
- 12.5 Where Oaklands students are accommodated at another school / setting, Oaklands staff will be assigned to supervise them. Oaklands will ensure that any other supervising staff from another school / setting have undergone the appropriate safeguarding checks.
- 12.6 Where Oaklands has concerns about the impact of staff absence such as our Designated Safeguarding Lead or first aiders these will be discussed immediately with the Headteacher and Governors.
- 12.7 With the re-opening of schools on 8th March 2021, Oaklands arrangements reflect the following in line with the DfE guidance:
 - that staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following partial school closures
 - guidance as to what staff and volunteers should do if they have any concerns about a child, including new concerns where children are returning
 - the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns, including new concerns where children are returning
 - DSLs (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return
 - the importance of ensuring relevant safeguarding and welfare information held on all children (including returning children) remains accurate. Schools and colleges (led by the DSL or deputy) should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns
 - DSL (and deputy) arrangements are closely monitored
 - the approach to protecting vulnerable children (see below for further details on vulnerable children)
 - what arrangements are in place to keep children not physically attending the school or college safe, especially online and how concerns about these children should be progressed (see below for further details covering online safety)
 - any updated advice received from the local safeguarding partners. DSLs (or deputies) will be leading the school or college's input into the local arrangements

- any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need
- the continued importance for school and college staff to work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.
- 12.8 From September 2020 the arrangements for supporting in children in school will revert, as far as is reasonable within the current limitations, to the usual systems and procedures.

13.0 Identification of Vulnerable Children - Arrangements during School Closure

- 13.1 Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:
 - are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
 - have an education, health and care (EHC) plan and it is determined, following risk assessment (<u>risk assessment guidance</u>), that their needs can be as safely or more safely met in the educational environment
 - have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion <u>vulnerable</u> <u>children and young people</u>.
- 13.2 Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and virtual school heads will continue to work with vulnerable children in this difficult period. Oaklands staff (supported by the DSL or deputy) continue to work with and support children's social workers, virtual school heads and any other relevant safeguarding and welfare partners to help protect vulnerable children.
- 13.3 Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children regardless of year group that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so. Oaklands and other relevant partners will work with and support the relevant families and pupils to return to school or college, where attendance is appropriate.
- 13.4 Parents and carers will not be penalised (up until July 2020 and again from 6/1/21) if their child does not attend educational provision.
- 13.5 Schools and colleges should resume taking their attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.
- 13.6 The DfE has made it compulsory for all students to return to school in September 2020

14.0 Mental Health - Arrangements during School Closure

- 14.1 Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where we have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, Oaklands will ensure appropriate support is in place for them.
- 14.2 DfE guidance on <u>mental health and behaviour in schools</u> (which may also be useful for colleges) can help schools to identify children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils and students in the current circumstances can include existing provision in the school or college (although this may be delivered in different ways, for example over the phone for those children still not attending provision) or from specialist staff or support services.
- 14.3 Teachers should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work. The department has provided separate <u>guidance on remote education practices</u> during the coronavirus outbreak.
- 14.4 Oaklands staff underook specific training in September 2020 on how to welcome and support students back into school and awareness of mental health issues. This training has been re-issued to staff ahead of re-opening of schools from 8th March 2021.

15.0 Peer on Peer Abuse - Arrangements during School Closure

- 15.1 Oaklands recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.
- 15.2 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 the Child Protection Policy.
- 15.3 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.
- 15.4 Concerns and actions must be recorded on the Safeguarding Tracker and appropriate referrals made.
- 15.5 From September 2020, all DSL / DDSL are on site whilst school remains open to all students to receive referrals in the usual way.

16.0 Support from the Governing Body

16.1 Governors will provide support and guidance as appropriate to enable the DSL / DDSL's to carry out their role effectively.