



**COVID-19 school closure arrangements
for Safeguarding and Child Protection at
l'Ecole Française de Londres Jacques Prévert**

School Name : Ecole Française de Londres Jacques Prévert

Date 13th January 2021

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Context

From 4th January 2021, parents were asked to keep their children at home for an unknown duration in the 2nd term of the 2020-2021 school year. This addendum of the Ecole Française de Londres Jacques Prévert Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas :

- Vulnerable children
- Supervised club at school
- Attendance monitoring
- Reporting a concern
- Safeguarding training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety
- Peer to peer abuse
- Mental welfare
- Emergency procedures

Key Contacts

Designated Safeguarding Lead (School Deputy Head)	Emma Getty	egetty@ecolerevert.org.uk
Deputy Designated Safeguarding Lead (School Head)	Sylvie Wanin	direction@ecoleprevert.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.

At L'école Jacques Prévert we have no children who currently meet these criteria.

For children who may be at risk of becoming Vulnerable Children, Senior Leaders, including the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. L'école Jacques Prévert will continue to work with the Local Authority to help protect vulnerable children. Teachers at L'école Jacques Prévert will encourage all children, especially those at risk of being Vulnerable Children to attend all distance learning.

Supervised club for vulnerable children and children of critical workers

During the lockdown period, all teaching is implemented remotely.

However, following the DFE guidelines, vulnerable children and children of critical workers can attend school.

A "supervised club" is therefore organised at l'école Jacques Prévert :

- Our health protocol is still implemented during the lockdown period. Children will thus be grouped by bubbles and duly supervised by some of our usual afterschool supervisors or assistant teachers (ASEM).
- School hours stay the same
- Children will be supported in their remote learning during daytime by their supervisors : videoconference attendance with teachers, remote school work, self organisation of school work at school and at home

DFE guidelines :

Vulnerable children and children of critical workers who can attend school and college

During the period of national lockdown, schools and colleges should only allow vulnerable children and the children of critical workers to attend. Children with at least one parent or carer who is listed as a critical worker are eligible for a school place. It is not necessary for both parents to be critical workers.

Schools and colleges should speak to parents and carers to identify who requires a school place. If it proves necessary, you can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip. The critical worker list has been updated to include new workforces whose work is critical following the end of the EU transition period. It is important these people are also identified as critical workers and their children can attend the education setting. This change will see a small increase in the overall number of critical workers.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. L'école Jacques Prévert expects all children to attend distance learning to access the full offer of the curriculum. Teachers at L'école Jacques Prévert will follow up on any pupil that they were expecting to attend, who does not. To support the above, Marie-Dominique Sanders (Deputy Head, Responsible for Admissions) 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 the case of persistent non-attendance in combination with lack of parental engagement, the DSL will notify ICAT.

Standard procedures during lockdown will follow DFE guidelines :

Attendance recording in schools

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). Schools and colleges should encourage vulnerable children to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. The Department for Education expects schools and colleges to grant such applications for leave given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

As with vulnerable children, critical worker parents and carers should let schools know if their child will not be attending and, if not, schools should grant a leave of absence (code C) given the exceptional circumstances.

All pupils who are not expected to be in school should be marked as Code X. They are not attending because they are following public health advice.

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 MyConcern, which can be done remotely. In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead. 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 DSL and Headteacher suppléant. Concerns around the Headteacher or DSL should be directed to the Chair of the School Board: Laurent Odeh laurentodeh@hotmail.com

Safeguarding Training and induction

The DSL is available at all times during the current COVID 19 virus. All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL communicates 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 L'école Jacques Prévert, 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, new recruits will be given a copy of the L'école Jacques Prévert'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, L'école Jacques Prévert will continue to follow the relevant safer recruitment processes for our 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 L'école Jacques Prévert 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. L'école Jacques Prévert 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. Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that L'école Jacques Prévert 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, Alain Quillerou (Bursar; bursar@ecoleprevert.org.uk) 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 and colleges

L'école Jacques Prévert will continue to provide a safe environment, including online. It is important that all staff who interact with children 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. L'école Jacques Prévert will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

A school digital charter (charte numérique) is also handed out to parents and explained to children alongside their remote learning plans.

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

- No 1:1s, groups only; where a 1:1 is necessary, ensure protection of both pupil and teacher by ensuring a parent is nearby
- Staff and children must wear suitable clothing, as should anyone else in the household

- Any computers used should be in appropriate areas
- 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 should record, the length, time, date and attendance of any sessions held.
- For Zoom it is advised to turn off the chat function and set the ID link and password

Details of additional pupil support beyond usual provision must be recorded on MyConcern, as should a record of contact made. The school will share safeguarding messages via its website. L'école Jacques Prévert 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 L'école Jacques Prévert need to be aware of this in setting expectations of pupils' work where they are at home.

Any recordings (e.g. Zoom) should be kept for a maximum of 120 days. In the event of a data breach, the DSL and bursar must be informed. If a risk arises in an online lesson, staff should inform the DSL who will inform ICAT.

Peer on Peer Abuse

L'école Jacques Prévert 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 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 MyConcern and appropriate referrals made.

Mental welfare

Lockdown circumstances can be felt as a real strain to children and adults who care for them (parents, teachers, supervisors etc.)

In order to help remotely, the Safeguarding team will ensure :

- That parents can receive some advice about stress handling and relaxation for their children and themselves (website links, government guidelines, referral to professional advice)
- That staff is regularly contacted via mail, videoconference or telephone (or face-to-face if they are still working on site) to make sure of their welfare and working conditions

EMERGENCY SAFEGUARDING PROCEDURES DURING FULL SCHOOL CLOSURE

Aim: Ensure all pupils have contact from staff at least once per week.

- Whenever possible, learning can continue at home through work provided.
- Whenever possible, school will loan ipad to ensure sufficient digital equipment for remote online learning to underequipped families.
- In the event of vulnerable families, there will be provided additional contact and support with any concerns reported and recorded :
 - A visit to family home, doorstep contact, with all children seen
 - Phone/Email contact weekly

- Liaising with all necessary professionals as usual
 - Attending any planned review meetings, unless advised otherwise
 - Use of MyConcern to record and report (instant warning of DSL and DDSL)
 - In the event of immediate danger/safety risk, call to Head (S.Wanin) and/or DSL (E.Getty) who will coordinate and report to Board Chairman (L.Odeh)
 - Required 'Home visits' will be taken by x2 staff, at least one will be DSL; this will be doorstep visits but children MUST be seen.
- Personal numbers MUST NOT be shared with parent/carers

As there is a supervised club implemented at school,
school administration can be reached by phone at **020 7602 6871** on :

Monday 9am-5pm

Tuesday 9am-5pm

Wednesday 9am-1pm

Thursday 9am-5pm

Friday 9am-5pm

This policy addendum will be shared with all staff and put on the school website. Parents will be asked to read and agree to the policy addendum.