

Annex 13 - COVID-19 School Arrangements for Safeguarding and Child Protection

Context

The way schools run significantly changed in February 2019 and due to the rise in cases of COVID-19 and again in January 2021 when schools were instructed to move to online learning. This section of the policy reviews specific changes to the child protection and safeguarding arrangements, particularly in relation to periods of time when all or some children are not in school.

Vulnerable children

Vulnerable children include those who have a social worker; those children and young people up to the age of 25 with an education, health and care plan (EHCP); and those identified as otherwise vulnerable by educational providers or local authority (including children's social care services). Eligibility for free schools meals in and of itself is not a deterring factor in assessing vulnerability.

Vulnerable children with a social worker

Currently the Priory does not have any vulnerable children with a social worker – however if this status was to change, we would adhere to the following arrangements:

As a school we will continue to work with and support children's social workers to help protect vulnerable children alongside the local authority virtual school head (VSH) for looked-after and previously looked-after children. We will encourage our vulnerable children and young people to attend school, including remotely if needed.

The lead people for this will be: **Debra Adams and Mike Stewart** (*DSLs / Deputy DSL*).

The decision of whether vulnerable children with a social worker will attend school daily will be made in consultation with the parents/carers, social workers and any other external agencies involved with the family. Any children not taking up a place in school will have a DSL/PP Lead assigned to them to be in regular contact with the family by telephone and email. DSLs will also keep in contact with social workers through email and by telephone. This contact will be logged within CPOMs to ensure that there is a clear record of contact kept. These arrangements will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

Vulnerable children with an EHCP

As a school we will continue to work with parents and the local authority to try and meet the needs of our children with an EHCP whether they are in school or at home. This may include providing IT equipment to access home-learning or ensuring external agencies such as OT work is continued through that agency remotely. All children with EHCPs will have a risk assessment to ascertain whether they are safer at home or in school (or at least as safe). This will form the basis of decisions on whether they can return to school at this time. For those that can return to school will have a plan in place to support their needs as appropriate.

On-Site Learning

Those children on-site will continue their learning within their Learning Hub groups – these will be planned via their class teachers, and taught via the Learning Support Assistants who usually lead the (non-lockdown) provision. EHCP targets will also be continued via small group or 1:1 support.

Remote Learning

Children and families will be supported by remote learning and regular contact with parents by telephone and email.

Live daily remote teaching will be established to support all of the children in the Learning Hub for the English and Maths provision (and any connected EHCP targets).

Additionally, personalised resources (including videos and tutorials) will be created and shared via the school's online platform.

The lead person to co-ordinate this will be: **Angela Selwood** (SENCO).

Vulnerable children who we are aware of but do not have a social worker at this stage

Senior leaders and DSLs may be aware of children who may require a place in school who are now formally identified as vulnerable under the new Government guidelines or are on the edge of receiving children's social care support. We will work with parents to ensure that these children are offered places as needed and be in regular contact with their parents.

This may include:

- children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
- adopted children (PLAC) or children on a special guardianship order
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

CPOMS will be updated with relevant information and any concerns and actions regarding these children.

The lead people for this information will be: **Mike Stewart and Debra Adams** (Senior Leadership Team & DSLs).

Critical Workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following Government Guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

A place will be provided for all children whose parents are both Critical Workers.

Places will be provided where possible for children who has one parent as a Critical Worker – but places are dependent on the number of children in the social (Key Stage) bubble and the staffing provision the school is able to call on.

Where a place cannot be provided (due to the size of the bubble / limitations of staffing) discussions will be held with the parents to arrange a place on alternative days (where numbers may be less or staffing more available).

We will restrict our (Lockdown) bubbles to 18 pupils across the Key Stage – with a minimum of 2 staff per bubble.

All Critical Worker pupils will access the same materials and resources as those pupils at home carrying out remote learning.

The arrangement of Critical Workers will be lead by **Mike Stewart, Debra Adams and Amanda McCoy** (*Senior Leadership Team & DSLs, Office Manager*).

Attendance Monitoring

Attendance is monitored by the Office Manager. This includes children who are not expected in school due to the National Lockdown and those that are absent because of Covid-19 symptoms, or who are self-isolating because of household symptoms.

If children are not expected to be in school, they should be recorded as 'code X'. Shielding advice is currently in place, all children deemed clinically extremely vulnerable are advised not to attend school.

The senior staff in school and DSLs should be made aware if a child who is expected does not turn up and this should be followed up with parents/carers as soon as possible by email and telephone.

The lead people for this will be: **Mike Stewart, Debra Adams and Amanda McCoy** (*Senior Leadership Team & DSLs, Office Manager*).

A trained DSL (or deputy) will be available on site at all times.

Please note: DSLs can be contacted at any time if the need arises

Reporting a Concern

Staff are reminded of the need to report any concern immediately and without delay. The same procedures are in place as detailed in our Safeguarding Policy. All concerns must be reported on CPOMS preferably by 4pm on the day of the concern or reported directly to a DSL by 4pm. If the risk is immediate, then a telephone call or in person report must be made to a DSL immediately.

This can be done through direct contact with a DSL (on-site in person or telephone for off-site staff members). CPOMs which will be monitored throughout the day by a DSL.

If a concern is raised out of hours the same procedure must be used but contact must be made with a DSL either by email or telephone as quickly as possible and the staff member must exhaust all contacts to make sure this is done.

In an emergency - If for any reason you are unable to contact any of the school's DSLs or Deputy DSLs and your concerns are based on a child being at risk of significant harm or imminent danger, then a call to the police on 999 must be made. All staff can also report and refer directly to Hampshire Children's Services using the **interagency referral forms** found at <https://www.hampshirescp.org.uk/report-a-concern/>

This link will also provide telephone contact details using the professional's telephone number for Child Protection concerns (01329 225379).

The lead person for this will be: **Debra Adams** (DSL)

Whistle-Blowing

The same procedure should be followed as laid out in our Whistle-Blowing Policy

If staff are concerned about an adult working with children in school please contact **Mike Stewart**, Head Teacher in person or by telephone and follow-up with an email.

Concerns around the Head Teacher should be directed to the Chair of Governors, **Jon Pender**.

Safeguarding Training and Induction

All existing school staff have undertaken safeguarding training and read part 1 of Keeping Children Safe in Education (2020) as part of our ongoing safeguarding action plan. All staff will continue to be updated on any changes to safeguarding and child protection throughout any period of full or partial lockdown, so they know what to do if they have concerns.

The lead person for this will be: **Debra Adams** (DSL)

Safer Recruitment

When recruiting new staff, we will continue to follow the relevant safer recruitment processes in place and maintain our single central record (SCR) to ensure it is kept up-to-date. They will continue to be provided with a safeguarding induction.

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. We will follow this guidance when undertaking any new DBS checks.

Where new staff are recruited, or new volunteers join our school, they will continue to be provided with a safeguarding induction.

In relation to recruiting any new teachers from overseas we need to be aware of the updates to KCSIE 2020.

KSCIE January 2021 update

An update has been made to Keeping Children Safe in Education (2020) to take account of changes to recruitment after the UK left the EU (see below).

This guidance replaces Keeping Children Safe in Education September 2020. Changes are strictly limited to those related to the UK leaving the EU on 31 December 2020.

European Economic Area (EEA) regulating authority teacher sanctions or restrictions 149. From 01 January 2021 the TRA Teacher Services system will no longer maintain a list of those teachers who have been sanctioned in EEA member states. Advice about how information about a teacher's past conduct may be obtained can be found at paragraph 172.

The latest version can be downloaded here: [Keeping children safe in education \(2020\) Update – January 2021 \(Post EU Exit\)](#)

The lead person for this will be: **Debra Adams** (DSL)

Designated Safeguarding Lead Training

All DSLs refreshed their training in December 2020.

Online safety in school

We will continue to provide a safe environment, including online. This includes the use of an online filtering system. Because of the use of Google, SeeSaw, Zoom and other websites, teachers will continue to raise the profile of children using the internet safely – both with children and also with parents/carers.

Where children are using computers in school, appropriate supervision will be in place.

The lead people for this will be: **Mike Stewart** (Headteacher)

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.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We will use Zoom for all of our live communication and SeeSaw as our platform for uploading work and providing written feedback.

We will continue to remind parents/carers of the need to monitor their child while online and remind children to get permission to use the internet. We will also ensure online learning tools are appropriate to the age of children and their needs before recommending or providing these to be used at home.

The lead people for this will be: **All DSLs, LSAs and teachers**

Remote Learning – Recorded and Live Lessons/Sessions

Please read this in conjunction with the Remote Learning Policy. Below are the key points within that policy that relate to the safeguarding of children, staff and parents/carers.

It is important that the ethos, code of conduct and our relationship and behaviour policies are adhered to even when children are working from home online with teachers and LSAs.

- Staff and children are to wear suitable clothing, as should anyone else in the household.
- Computers/devices should be used in appropriate 'daytime' areas for example, not in a bedroom.
- Live lessons/sessions will be recorded. This will be so they can be reviewed if any issues arise and also to support children who were not able to make the live lesson/session. Recordings that are to be used for children who missed the live lessons/sessions will only be available on the Google Classroom platform for one week.
- Language must be professional and appropriate, including any family members in the background

The lead people for this will be: **Mike Stewart and Debra Adams**

Safeguarding children in school

We are committed to safeguarding all children and regularly produce and train staff through a Safeguarding Updates. Teachers and LSAs will continue to use CPOMs and direct forms of communication to raise concerns for any child in school and speak to a DSL as soon as possible if they are concerned about any child.

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

The school has a robust risk assessment in place and continues to follow the Government Guidance on our system of controls such as handwashing, social distancing, masks to limit the risk of spread of COVID19.

Our normal safeguarding procedures will be place to support and if needed, report these concerns to Children Services.

The lead people for this will be: **Mike Stewart and Debra Adams**

Safeguarding children not in school

We are committed to ensuring the safety and wellbeing of all our children and their families.

Children and families who may require more regular contact with school will be identified by senior leaders, DSLs and their class teachers. These children will have a clear communication plan in place which will include: regular telephone and/or email contact from a named member of staff to the family if appropriate. Details of these contacts recorded on CPOMS if appropriate.

If there are further concerns for a child's welfare or needs of the family, contact may include remote contact via Zoom or (where required) doorstep visits.

Where adults who do not use CPOMS have concerns, but are at home, they must make contact with a DSL via telephone first, and email second. A concern must never be left without being actioned.

The lead people for this will be: **Mike Stewart and Debra Adams**

Home Visits

Home visits may be required where no contact can be made for a particular child or where we have deep concerns for their welfare. The necessity of these visits should be established by the DSLs through the monitoring of vulnerable children calls, CPOMS, Remote Learning engagement and emails.

When visiting the DSL will carry a template letter of authorisations to valid essential travel in case they are stopped by the police. Visits should be dynamically risk assessed to ensure the safety of the staff member making the visit.

The lead people for this will be: **Mike Stewart and Debra Adams**

Peer on Peer Abuse

We recognise 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 multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

The lead people for this will be: **Mike Stewart and Debra Adams**

Additional Information

Teachers continue to be able to contact any child or family in their class.

Any emails sent by staff will be via the school Office so they can be monitored by the Office Manager. Contact can also be made through arranged Zoom class by all members of a year group team. Any concerns must be reported to a DSL so referrals can be considered.

Individual video conferencing with a single child will be avoided where possible. Where a single child is present via a live link – staff will ensure a parent is present, or arrange for a second member of staff to be present. No recording will be taken of the meeting. Where a

second adult is not available, the member of staff will be required to end the meeting and arrange a second opportunity to speak to the child with an additional adult present.

We will continue to share safeguarding messages on our website.

We recognise that school is a protective factor for children and the current circumstances can affect the mental health of children and their families. Teachers are aware of this in setting expectations of children's work while children are at home and it is made clear in posts and weekly newsletters that children can access as much as they are able.

Our regular Safeguarding newsletter will also direct parents/carers to resources to support the mental health and wellbeing of their families.

The lead people for this will be: **All DSLs, SENCO and teachers**