

# Shaftesbury Junior School

## Safeguarding Addendum COVID-19 school closure arrangements for Safeguarding and Child Protection



*'We care, we share, for the future we prepare'*

Approved by: Headteacher

Date: 1<sup>st</sup> April

Last reviewed on:

Next review due by:

### 1. Context

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.

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.

This addendum of Shaftesbury Junior School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Karl Stewart	07881 867738	<a href="mailto:kstewart@shaftesbury.leicester.sch.uk">kstewart@shaftesbury.leicester.sch.uk</a>
Deputy DSLs	Mrs Helen Cartwright		<a href="mailto:hcartwright@shaftesbury.leicester.sch.uk">hcartwright@shaftesbury.leicester.sch.uk</a>
	Mrs Lauren Parnell		<a href="mailto:lparnell@shaftesbury.leicester.sch.uk">lparnell@shaftesbury.leicester.sch.uk</a>
	Ms Jane Espley		<a href="mailto:jespely@shaftesbury.leicester.sch.uk">jespely@shaftesbury.leicester.sch.uk</a>
Head teacher	Mr Karl Stewart		<a href="mailto:kstewart@shaftesbury.leicester.sch.uk">kstewart@shaftesbury.leicester.sch.uk</a>
Chair of Governors	Mr Nick Cox	<a href="mailto:Ndc777@ntlworld.com">Ndc777@ntlworld.com</a>	

## 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 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.

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 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.

Shaftesbury Junior School 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: Mr Karl Stewart, the head teacher.

There is an expectation that vulnerable children who have a social worker can 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 Shaftesbury Junior School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Shaftesbury Junior School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Shaftesbury Junior School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

In line with advice from Leicester City Council, the school will create and maintain an up-to-date register/database of all pupils/students who are considered vulnerable. Every child on the vulnerable children register/database will be allocated to a named DSL (Ms Jane Espely) who will be responsible for ensuring that the identified level of support and contact is provided.

### **Attendance monitoring**

If the school has any eligible children in attendance, the daily attendance sheet will be submitted to the DfE by 12 .00pm using the pro forma: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, the return will be submitted once as required by the DfE.

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Shaftesbury Junior School and social workers will agree with parents/carers whether children in need should be attending school - Shaftesbury Junior School will then follow up on any pupil that they were expecting to attend, who does not. Shaftesbury Junior School 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, Shaftesbury Junior School 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, Shaftesbury Junior School will notify their social worker.

### **Designated Safeguarding Lead**

Shaftesbury Junior School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Mr Karl Stewart

The Deputy Designated Safeguarding Leads are: Mrs Helen Cartwright, Mrs Lauren Parnell and Ms Jane Espely

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 coordinating 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 Shaftesbury Junior School 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. The DSL team will meet weekly to discuss the welfare and status of each child on the register/ database of vulnerable children.

### **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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the Designated Safeguarding Lead for that day, the Headteacher and all deputy DSLs. 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 headteacher immediately.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Nick Cox

The Local Authority will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

DSL training is very 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 Shaftesbury Junior School, 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, Shaftesbury Junior School 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).

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 Shaftesbury Junior School 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.

Shaftesbury Junior 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.

Shaftesbury Junior School 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Shaftesbury Junior School 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**

Shaftesbury Junior School 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 and college**

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 code of conduct. The school will take account of guidance from DfE in relation to the planning and delivery of online learning when it is issued; as well as nationally recognised guidance including: guidance from the UK Safer Internet Centre on safe remote learning and London Grid for Learning on the use of videos and livestreaming.

Shaftesbury Junior School 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 when delivering virtual lessons, especially where webcams are involved:

- **No** 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 must only use platforms provided by the school to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

### **Supporting children not in school**

Shaftesbury Junior School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 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 any contact that has been made.

The communication plans can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Shaftesbury Junior School 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 DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Shaftesbury Junior School 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 Shaftesbury Junior School need to be aware of this in setting expectations of pupils' work where they are at home.

Shaftesbury Junior School 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 personalised to be appropriate for each child and where necessary recorded on CPOMS.

### **Supporting children in school**

Shaftesbury Junior School is committed to ensuring the safety and wellbeing of all its students.

Shaftesbury Junior School 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.

Shaftesbury Junior 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.

Shaftesbury Junior School 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 personalised to be appropriate for each child and where necessary recorded on CPOMS.

Where Shaftesbury Junior School has concerns about the impact of staff absence - such as our Designated Safeguarding Lead or first aiders - on keeping the school open, we will discuss them immediately with the Local Authority.

### **Peer on Peer Abuse**

Shaftesbury Junior 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 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

### **Home visits**

Any home visit must be risk assessed. If agreed that a home visit is necessary, then consideration to be given to the home visit being undertaken by two members of staff.

It is unlikely that home visits will be frequent. If they are undertaken, they will subject of a risk assessment based on the following guidelines:

- (1) The DSL will speak to the child's parents/carers to establish whether any member of the household has symptoms of COVID-19; has been diagnosed; or is self-isolating.
- (2) Consideration will be given to the home visit to be undertaken by two members of staff, one of whom will be a DSL. NB It would be expected that any member of staff who has an underlying health condition/ vulnerability would be at home self-isolating. For the absence of doubt, no such member of staff will therefore undertake home visits.
- (3) The DSL will inform the parents/carers of the plan to undertake a home visit and that visiting staff will need to see and speak to the child through a window.
- (4) Staff undertaking home visits must wear gloves and avoid contacting metal surfaces with their bare skin. They will knock on the door of the house with covered hands. After knocking on the door, they will step back from the door.
- (5) Visiting staff will ask to see and talk to the child through a window; and will aim to keep the conversation as upbeat and positive as possible.
- (6) Staff are advised not to enter households but simply to check that the child is well by a conversation through a window, maintaining the recommended social distance of 2 metres.
- (7) However, if undertaking a home visit, staff must see the child.

If a family is self-isolating and/or it is difficult/not appropriate to carry out a home visit subject to the risk assessment, the DSL will consider whether technology can be used to see the child, e.g. via Skype or other means of video chat. If carrying out Skype/video chat, this should be agreed with parents/carers prior to any call being made.

All school policies including the child protection, staff behaviour and IT acceptable use policies must always be followed, both in face-to-face and electronic communication with pupils and parents/carers. No staff member should use their own IT or telephone equipment; or private message children; or video conference with a child directly other than via school-owned equipment subject to parental agreement as above.

Where concerns for a child at home reach the threshold for significant harm, a referral must be made to Children's Social Care/Police as per normal safeguarding procedures. For that reason, all DSLs must have access to DAS and other key agency phone numbers and children's details even when working from home.