Appendix to Child Protection & Safeguarding Policy

**CORONAVIRUS school closure arrangements for
Safeguarding and Child Protection at Clawton Primary School**

Signed	*Tim Bridger*

Chair of the Board of Directors

Date approved:	26.01.2021
Approved by:	Board of Directors
Version:	0.1
Date for Review	September 2021

Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	26.01.2021	New Policy	Wendy Ainscough
0.2	22.02.2021	Update with new Headteacher details	Wendy Ainscough

Contents:

1.0   Context

This appendix has been developed in response to and aligned to DfE guidance <u>Restricting attendance during the national lockdown: schools</u> updated 7th January 2021 and the Schools Safeguarding of Vulnerable Children during Covid-19 updated by Devon LA 12th January 2021.

From 6th January 2021 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 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** (see para 2), and
- children whose parents are critical to the COVID response and cannot be safely cared for at home.

This appendix of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their DSL team or school leaders if further clarification is required. All staff should continue to have access to the Child Protection policy, Code of Conduct and KCSiE 2020 where further details and information can be found.

The schools' safeguarding team (DSL, Safeguarding Governor etc) and their contact details can be found in the main body of the Schools Safeguarding Policy. Changes to the DSL and DDSL during these exceptional circumstances can be found in para 3 of this appendix. Any changes will be shared with all staff and volunteers of the school.

2.0   DfE Vulnerable children

As per Dec 31st 2020 - Vulnerable children and young people include those who:
- are assessed as being in need under section 17 of the Children Act 1989, including children and young people 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
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might 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 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

o those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

o care leavers

o 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

School leaders must also consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell, or showing the symptoms of Coronavirus (as defined by current government guidelines) or the school has information that parents are not following current government guidelines they will expect the child to remain at home and offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school. Leaders will use their professional discretion, working with any partner agencies and LA officers should other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children.

Clawton Primary 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. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be the Headteacher.

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 and school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting CORONAVIRUS, Clawton Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if needed.

2.1 Attendance monitoring

Schools must continue to monitor and record attendance daily for all children, this must include vulnerable children, children of critical workers and children who are receiving remote learning.

Schools must record attendance using their usual in house attendance recording systems and the LA will monitor this data in their usual way, however schools must ensure that they are recording attendance using the appropriate attendance codes which are highlighted below.

If schools are unable to submit attendance using their usual in house attendance recording system, they must completed and submit the daily vulnerable children return instead.

The DSL or Deputy DSL will review their RAG ratings for this group at least weekly taking into account any reported concerns from school contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the schools central vulnerable group spreadsheet and shared with the Headteacher if not DSL.

2.2 Vulnerable children - attendance

Schools must expect vulnerable children to attend the setting 5 days a week. School should ensure that all vulnerable children are marked present or absent every day.

If a vulnerable child is also shielding (and this has been agreed as appropriate by all parties) school must code the child using the X attendance code.

If a vulnerable child is absent due to illness school must code the child using the I attendance code.

If a vulnerable child is isolating due to possible contact with a positive case of Covid, school must code the child using the X attendance code for that period.

If vulnerable children are regularly absent from school and the school are not happy with the reason for the absence (for example due to shielding) the school must follow usual absence escalation processes and contact the EWO team for support. If the setting feel that the child is at risk the school must escalate their concerns appropriately to other agencies.

2.3 Critical worker children – attendance

Where possible schools should offer children of critical workers access to onsite learning 5 days a week. School should ensure that all children of critical workers are marked present or absent every day.

If a child of a critical worker is absent as they only require provision on a part time basis the school must code the child using the C attendance code.

If a child of a critical worker is absent due to illness school must code the child using the I attendance code.

If a child of a critical worker is isolating due to possible contact with a positive case of Covid, school must code the child using the X attendance code for that period.

2.4 All other children – attendance

School should ensure that all other children who are receiving remote learning are marked as attendance code X.

3.0   Designated Safeguarding Lead (DSL)

Clawton Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. During this extraordinary situation their contact details are as follows:

Role	Name	Contact Number 1	Email
Designated Safeguarding Lead	Rachael Sharpe	01409 253618	r.sharpe@alumnismat.org
Deputy Designated Safeguarding Lead	Tracey Vickery	01409 253618	t.vickery@alumnismat.org

3.1 DSL cover in school

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 records 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.

3.2 Informing staff

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, Clawton Primary School will inform all staff and volunteers of changes to the details above.

Therefore, each day staff on site will be made aware of who 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 or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.

Any changes to the Safeguarding team details will also be shared with Babcock LDP and Devon County Council.

4.0 <u>Reporting a concern</u>

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should refresh themselves of the contact details for their local children's social care service.

4.1 Reporting a concern about an adult/the HT

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher immediately.

Concerns around the Headteacher should be directed to the Chair of the Local School Committee Simon Forbes (s.forbes@alumnismat.org)

5.0   Safeguarding training and induction

DSL training will continue to be available virtually, therefore it is important that any staff that are acting within a DSL or DDSL capacity undertakes appropriate level of training.

All school staff must continue to have safeguarding training and have read part 1 of Keeping Children Safe in Education (2020), DSLs should ensure they communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

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

6.0   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, Clawton Primary 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 (2020) (KCSIE).

In response to CORONAVIRUS, 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 Clawton Primary School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 -188 of KCSIE. Under **no circumstances** will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Clawton Primary Schoolwill 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 179 of KCSIE.   Clawton Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the coronavirus 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 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, Clawton Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 173 in KCSIE.

Where movement of staff within a Federation or Trust to a school that is not their normal place of work is required, schools should seek assurance from the Multi-Academy Trust or Federation HR Manager or equivalent Senior Leader that the member of staff has received appropriate safeguarding training and all pre-employment safeguarding requirements are in place. They should be identified as a visitor and do not need to be recorded within the SCR.

Upon arrival, they must have access to a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details.

7.0   Online safety in schools and colleges

Clawton Primary 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.

7.1 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 or suffering abuse. 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, to the police. Online teaching should follow the same principles as set out in the code of conduct.

Clawton Primary 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, unless as a result of risk assessments confirmed with the Headteacher.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas – be mindful of picture in backgrounds.
- 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 agreed by school leaders
- Staff should record the length, time, date and attendance of any sessions held.

7.2 Online safety at home

School will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow.

8.0   Supporting children not in school

Clawton Primary School is committed to ensuring the safety and wellbeing of all its children. 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, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

Clawton Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at least weekly 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. Clawton Primary 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 and carers

All staff at Clawton Primary School need to be aware of this in setting expectations of pupils' work where they are at home. Clawton Primary 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 bespoke to each child and recorded. Clawton Primary School is committed to ensuring the safety and wellbeing of all its students. We 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. Clawton Primary Schoolwill continually refer to the most recent 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. Where staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they discuss them immediately with senior leaders.

9.0   Peer on Peer Abuse
Clawton Primary 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 their in house reporting systems outlined within the settings 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.