

## Annex 1



**BURSCOUGH**  
**PRIORY ACADEMY**

## **COVID-19 School Closure Arrangements for Safeguarding and Child Protection**

**School Name:** Burscough Priory Academy  
**Policy owner:** Endeavour Learning Trust  
**Date:** 30<sup>th</sup> March 2020  
**Date shared with staff:** 1<sup>st</sup> April 2020

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### **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 across the healthcare sector and wider emergency services.

Schools and all childcare providers were asked to provide care for a limited number of children – namely those who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum to Burscough Priory Academy’s Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in those areas listed above.

### **2. Burscough Priory Academy Staff Overview**

Whilst the main body of information in the Safeguarding Annex is for those staff working more closely with our more vulnerable students during the COVID-19 response period, **there is a requirement that all staff, without exception, read sections 1, 2 ,3 and 4 so that they are aware of how we can all continue to keep our students safe and who to contact should there be a need to refer a safeguarding concern.** This applies to staff in contact with students and/or families either in school or whilst working remotely from home.

The information that follows is to ensure that the statutory *Keeping Children Safe in Education* (KCSIE) guidance remains central to keeping our children safe. During this time, despite continuing to work closely with our students and families, albeit in a different way, a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first.
- If anyone in a school or through contact made whilst working from home has a safeguarding concern about any student they should act immediately.
- Students should continue to be protected when they are online.

The following table provides information and guidance on how we can all continue to keep our students safe:

KEY AREA	Guidance Notes
<b>Maintaining links with safeguarding partners</b>	<ul style="list-style-type: none"> <li>• The school continues to work with partner agencies such as Lancashire County Council’s local safeguarding advisers and Virtual School Heads to support the safeguarding of students and to ensure vulnerable children are protected.</li> <li>• The school will also continue to check the regular safeguarding briefings from the DfE, Lancashire County Council and all main Professional Associations and share any updated guidance or actions with all staff.</li> </ul>
<b>Designated Safeguarding Lead</b>	<ul style="list-style-type: none"> <li>• There will always be a DSL available, either on site or by phone or e-mail. Check the contact list for details and ensure that any concerns you might have regarding the safety and well-being of a student are shared with the school’s DSL.</li> <li>• In the unlikely event that you are unable to make immediate contact with a school DSL, staff can seek further guidance from the County Safeguarding advice line on 01772 531196. Should this be necessary, please contact the school’s DSL with details at the earliest opportunity.</li> <li>• The school will ensure arrangements are in place so that all staff, including volunteers and any adults who are not familiar with the setting know who to speak to if they have concerns about a student.</li> </ul> <p><b>It is important that all adults, whether on the school site or interacting with students and families from home understand the school’s commitment to acting immediately in response to any safeguarding concerns.</b></p>
<b>Supporting Vulnerable Children</b>	<ul style="list-style-type: none"> <li>• The school has a robust system in place to ensure telephone contact is made either daily, twice weekly or weekly depending on need. This allows for parent and student contact to be made and acted upon throughout the COVID-19 response period. It supports students defined as vulnerable (EHC Plan, Child in Need, Child Protection, Looked After Child) or those students who do not meet the current ‘vulnerable’ definition but yet are a cause for close monitoring by school staff.</li> </ul>

<b>Online Safeguarding</b>	<ul style="list-style-type: none"> <li>• Students who are not physically attending school are still being safeguarded by staff. This is particularly important given the increase in online activity.</li> <li>• Staff will be aware of the signs and signals of cyberbullying and other risks online and will apply the same child-centred safeguarding practices as when students are learning at the school.</li> <li>• 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 the DSL informed. Where appropriate referrals should still be made to children’s social care and as required, the police.</li> <li>• Parents are also being supported to help keep their children safe online at this time and have been sign-posted to the following links: <ul style="list-style-type: none"> <li>- <a href="#">Internet matters</a> - for support for parents and carers to keep their children safe online</li> <li>- <a href="#">Net-aware</a> - for support for parents and carers from the NSPCC</li> <li>- <a href="#">Parent info</a> - for support for parents and carers to keep their children safe online</li> <li>- <a href="#">Thinkuknow</a> - for advice from the National Crime Agency to stay safe online</li> <li>- <a href="#">UK Safer Internet Centre</a> - advice for parents and carers</li> </ul> </li> </ul>
<b>Operation Encompass</b>	<ul style="list-style-type: none"> <li>• When the school receives an Operation Encompass notification in respect of a child who is not attending school, the DSL will consider what further actions are required as they would in normal working, including speaking to parents and seeking advice from MASH / Schools Safeguarding Officer.</li> </ul>

### 3. Key Contacts

Role	Name	Contact Number	E-mail
Designated Safeguarding Lead	Lucy Maclaren	01704 893259	<a href="mailto:lmaclaren@burscoughprioryacademy.org">lmaclaren@burscoughprioryacademy.org</a>
Deputy Designated Safeguarding Lead	Angie Horton	01704 893259	<a href="mailto:ahorton@burscoughprioryacademy.org">ahorton@burscoughprioryacademy.org</a>
Head of School	Lucy Maclaren	01704 893259	<a href="mailto:lmaclaren@burscoughprioryacademy.org">lmaclaren@burscoughprioryacademy.org</a>
Trust Safeguarding Manager	Nikki Fairhurst	01772 812644	<a href="mailto:n.fairhurst@endeavourlearning.org">n.fairhurst@endeavourlearning.org</a>
Trust Board Safeguarding Lead	Helen Dicker	01772 812644	<a href="mailto:h.dicker@endeavourlearning.org">h.dicker@endeavourlearning.org</a>
Chair of Local Academy Council (LAC) and LAC Safeguarding Lead	Nicky Roby	01704 893259	<a href="mailto:governor@burscoughprioryacademy.org">governor@burscoughprioryacademy.org</a>

#### 4. 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 (DSL) and deputy DSL 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.

Burscough Priory Academy 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: **Lucy MacLaren** (DSL) and **Angie Horton** (Deputy DSL).

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 Burscough Priory Academy will explore the reasons for this directly with the parent.

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

Burscough Priory Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

#### 5. Arrangements for Risk Assessments in School

**The flow charts below** (Chart 1, Chart 2 and Chart 3) have been prepared as a multidisciplinary and systems approach to ensure **Burscough Priory Academy** follows a robust risk assessment approach for all children both in and out of school during the current COVID-19 response.

The flowcharts provide the information required to assess a child either in or out of school and if and where necessary to signpost them to the appropriate Health and Social Care Services.

There are likely to see some changes given the pressures on health and education services to manage COVID-19.

It is important if you are managing a vulnerable child (such as a child in need, a Child who is looked after, has an EHCP, or a Social care need) whether **in school or out of school** that you have undertaken **the appropriate health and educational need assessment**.

The flowcharts also provide information, if you cannot manage the health and wellbeing needs in school alone. The following are the urgent contact numbers for these services:

### Education & Schools

If you know the name of the child's Social Worker, specialist or support worker, please contact them direct or the ICP Senior Advisor Lead for West Lancashire - Lee Pimlott. If a school DSL is not available, then contact the advice line from 9.00 – 17.00 on 01772 531196 or email [MASH.education@lancashire.gov.uk](mailto:MASH.education@lancashire.gov.uk) and request a call back.

### Health Services

If you know the name of the child's Clinician, Specialist or therapist please contact them direct or as follows for the South Region: Anne Hardman Tel: 01254 612723 Email: [lcn-tr.dcosouth@nhs.net](mailto:lcn-tr.dcosouth@nhs.net)

### School Nursing Services

If you know the name of the child's School Nurse, please contact them direct or Contact the school nurse service at the single point of access on [VCL.019.SinglePointofAccess@nhs.net](mailto:VCL.019.SinglePointofAccess@nhs.net) or tel: 0300 247 0040

Chart 1: Arrangements for **EDUCATION & SCHOOLS** Risk Assessments

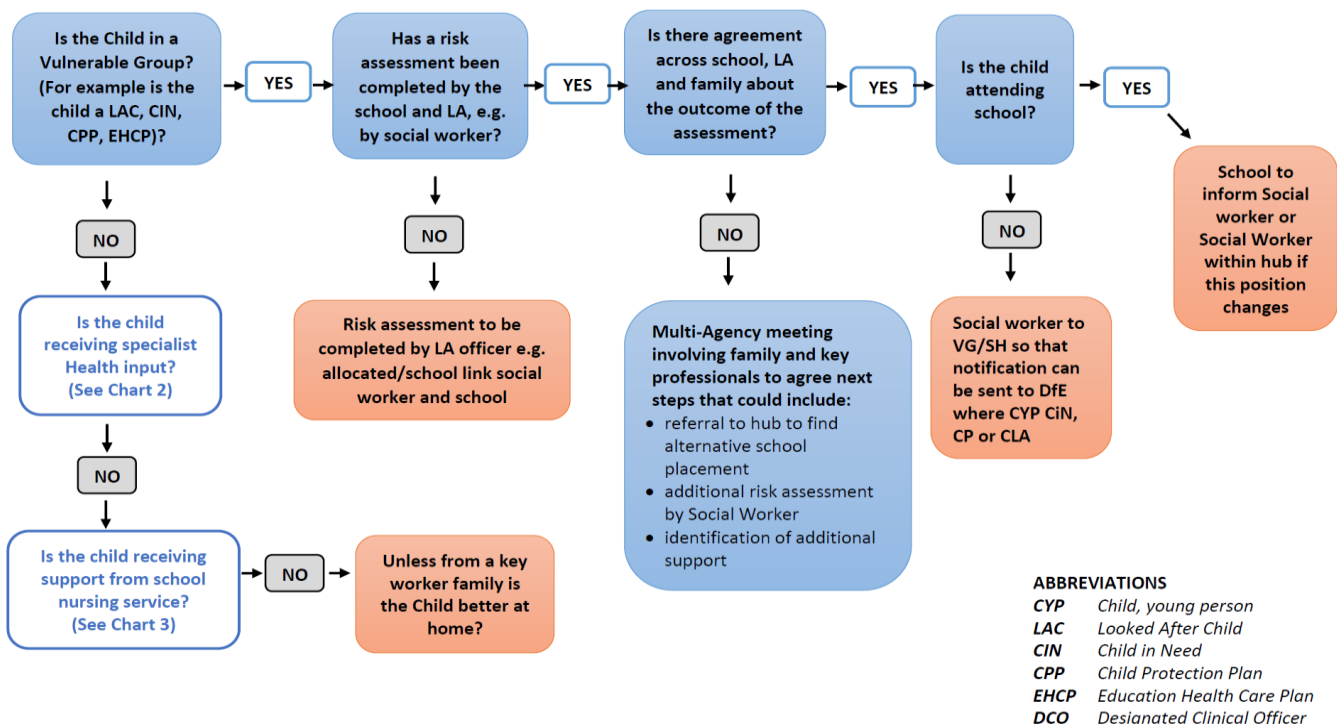


Chart 2: Arrangements for **HEALTH** Risk Assessments in School

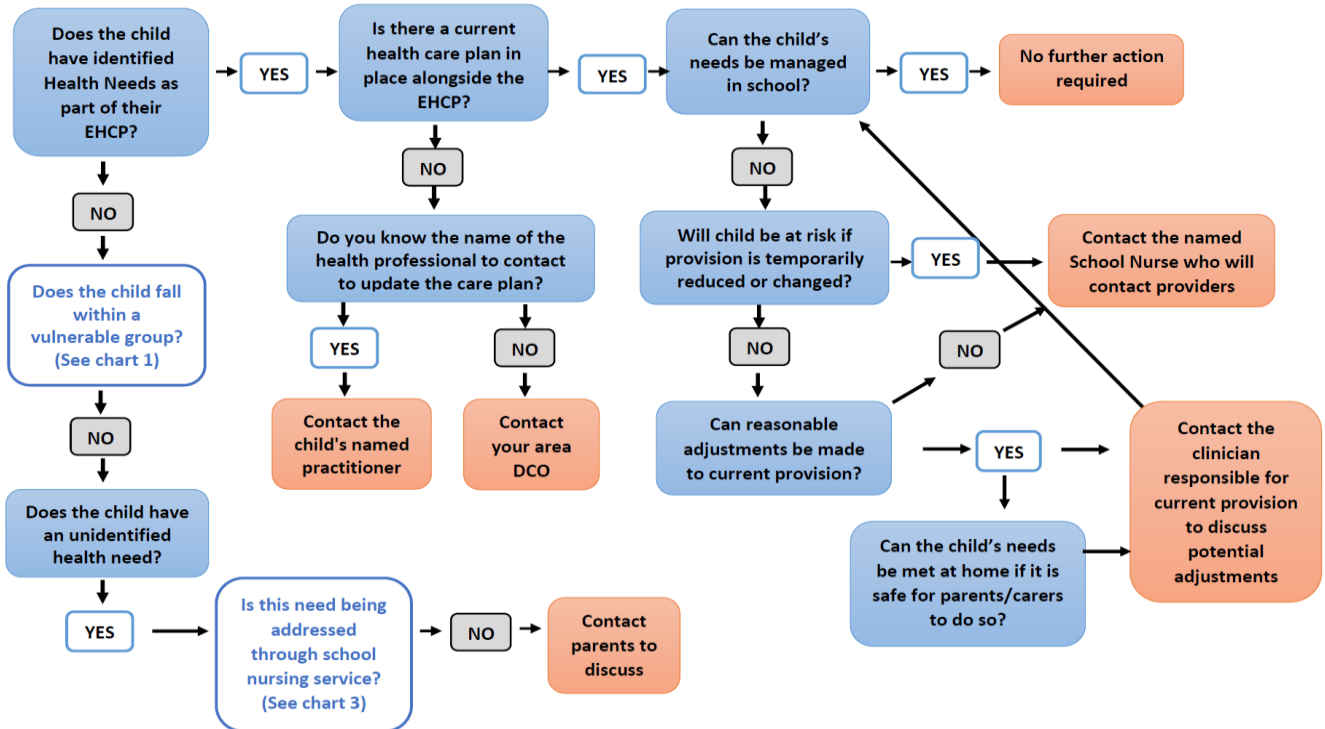
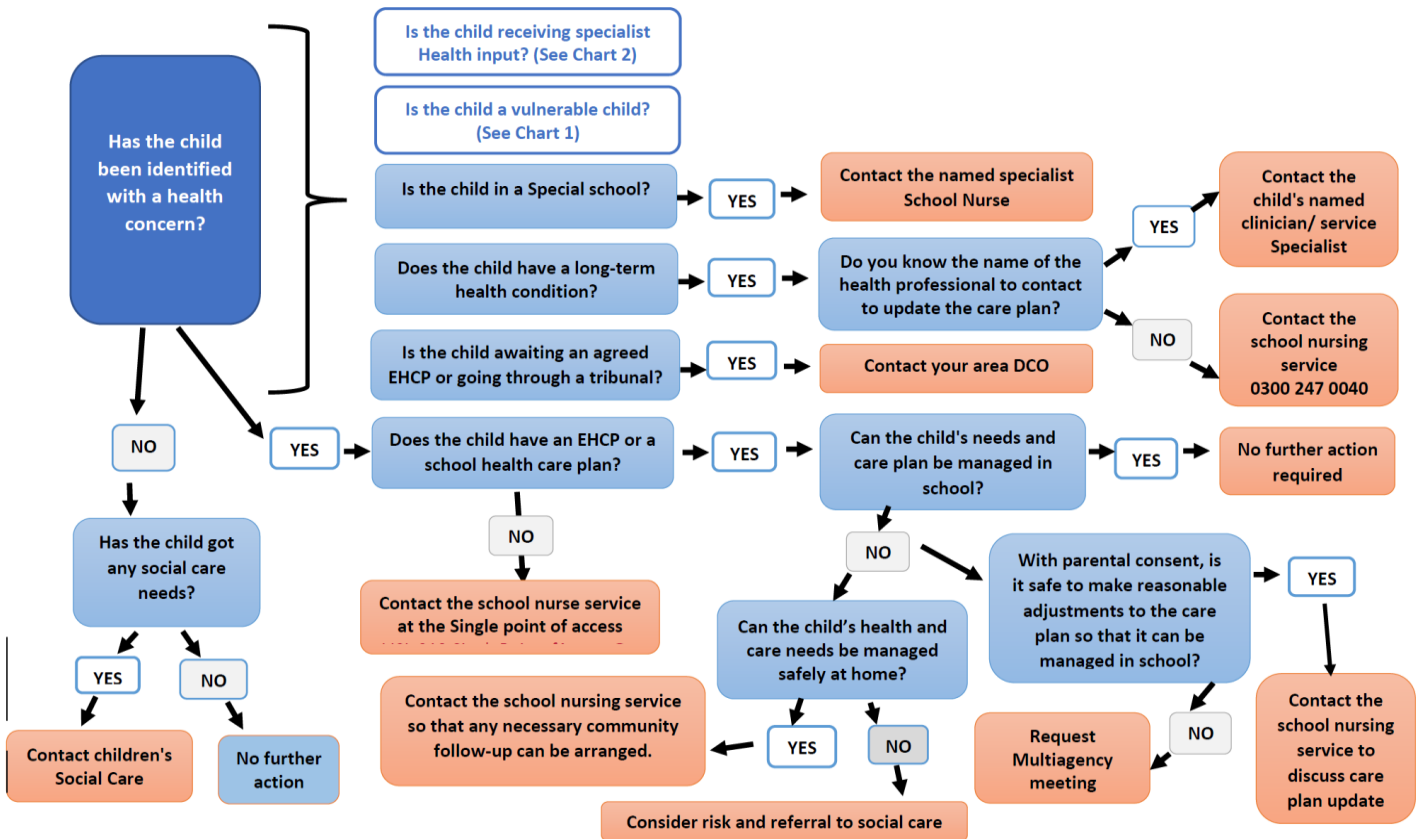


Chart 3: Arrangements for **SCHOOL NURSING** Risk Assessments



## **6. Attendance Monitoring**

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

Burscough Priory Academy and social workers will agree with parents/carers whether children in need should be attending school. Burscough Priory Academy will then follow up on any pupil that they were expecting to attend, but who does not on any given day. Burscough Priory Academy will also follow up with any parent or carer who has arranged care for their child/children and the child/children subsequently do not attend.

### ***How will this look at Burscough Priory Academy?***

To support the above, Burscough Priory Academy will, when communicating with parents/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, Burscough Priory Academy will notify their social worker.

## **7. Designated Safeguarding Lead (DSL)**

Burscough Priory Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL as stated above.

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 co-ordinating safeguarding on site.

This might include 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 Burscough Priory Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and contact details to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **8. 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 *Safeguard my School*, which can be done remotely.

In the unlikely event that a member of staff cannot access *Safeguard my School* from home, they should email the Designated Safeguarding Lead, Head of School and the Trust's Safeguarding Manager (Mrs Nikki Fairhurst). 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 Head of School. If there is a requirement to make a notification to the Head of School. If there is a requirement to make a notification to the Head of School should they be absent, this should be done verbally and followed up with an email.

Concerns involving the Head of School should be directed to the Chief Executive Officer of the Trust, Mrs Lesley Gwinnett.

Endeavour Learning Trust will continue to offer support in the process of managing allegations.

## **9. 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 that 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 Burscough Priory Academy, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to the 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

For movement within the Trust, schools should seek assurance from Endeavour Learning Trust's HR Manager that the member of staff has received appropriate safeguarding training.

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.

## **10. 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, Burscough Priory Academy 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 Burscough Priory Academy 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.

Burscough Priory Academy 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.

Burscough Priory Academy 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Burscough Priory Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **11. Online Safety in Schools**

Burscough Priory Academy 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.

### **12. 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.

Online home learning support should follow the same principles as set out in the MAT code of conduct.

Burscough Priory Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

The Endeavour Learning Trust has instructed all of its staff not to use any form of webcam technology to support students.

### **13. Supporting Children Not in School**

Burscough Priory Academy 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 *Safeguard my School*, as should a record of contact being made.

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

Burscough Priory Academy and its DSL 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.

Burscough Priory Academy 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 Burscough Priory Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Burscough Priory Academy 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 on *Safeguard my School*.

#### **14. Supporting Children in School**

Burscough Priory Academy is committed to ensuring the safety and wellbeing of all its students.

Burscough Priory Academy will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Burscough Priory Academy 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.

Burscough Priory Academy 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.

Where Burscough Priory Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed immediately with the trust.

#### **15. Peer on Peer Abuse**

Burscough Priory Academy 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on *Safeguard my School* and appropriate referrals made.

#### **16. Support from the Multi-Academy Trust**

The Endeavour Learning Trust's Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. The trust will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

#### **Appendix A**

## Audit Tool - Interim DfE Safeguarding Guidance

Actions required for all schools

Activity Completed	(Yes/No)
Ensure that someone is responsible for ensuring these actions are completed	
Ensure governors are aware of the Government's interim safeguarding guidance	
Ensure that someone is responsible for continuity in safeguarding leadership	
If you are a hub understand that you have the responsibility for safeguarding all children and staff	
Ensure DSL is available, in-person, by phone or video link	
Nominate a senior leader to be the onsite safeguarding lead	
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances	
Ensure staff know the new arrangements for DSLs and reporting concerns	
Understand what changes there may be for contacting the LADO	
Understand what changes there may be for contacting the MASH team or other 'front door' services	
Understand what changes there may be for contacting social workers	
Know which children have social workers and how to contact them	
Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them	
Know which children should be in school and follow up where they do not attend	
Ensure that emergency numbers and alternatives are kept up to date	
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers	
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct	
Ensure that any volunteers have been individually risk-assessed	
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head	
Ensure there is a record of which staff are onsite daily	
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made	
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer	
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available	
Consider what to do if there are no IT staff available	
Ensure that the school has an online teaching and learning policy which considers safeguarding risks	
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services	
[See charity websites, for example, Winston's Wish, Grief Encounter, Child Bereavement UK, Network Encounter etc]	