



## **Annex to your Safeguarding procedures**



## **COVID-19 school closure arrangements for Safeguarding and Child Protection at School name**

**School Name: Kingsfield Primary**

**Policy owner: Headteacher**

**Date: 31.3.20**

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## **1. Context**

From 20<sup>th</sup> March 2020 parents/carers 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 – in health and social care, education and child care, key public services, local and national government, food production and delivery, public safety and national security, transport, utilities, communications and finance - who absolutely need to attend.

Schools were asked also to provide care for a limited number of children - children who are vulnerable with a social worker and who have children in need plans and child protection plans as well as those with EHC plans - and cannot be safely cared for at home.

This addendum to Kingsfield Primary Safeguarding and Child Protection procedures confirms and clarifies our school's safeguarding arrangements in this new context, whilst also taking account of our local safeguarding partners in health, social care and the police.

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Claudia Stephens	07724639696 01354 692323	cstephens@kingsfield.cambs.sch.uk
Deputy Designated Safeguarding Leads	Jennie Ann Pritchard	07753349583 01354692323	jpritchard@kingsfield.cambs.sch.uk
Headteacher	Sian Pritchard (to 14 <sup>th</sup> April) Toni Jackson	01354692323	Head@kingsfield.cambs.sch.uk
Trust Safeguarding Lead	Marilyn Toft	01223 728403 07717 676964	Marilyn.toft@activelearningtrust.org
Chair of Governors	Tim Jones		tjones@earith.cambs.sch.uk
Safeguarding Governor / Trustee	Carline Corby Judge		ccorbyjudge@earith.cambs.sch.uk
Designated Teacher Looked After Children	Sian Pritchard (to 14 <sup>th</sup> April) Toni Jackson (from 14 <sup>th</sup> April)	01354 692323	head@kingsfield.cambs.sch.uk

## 3. 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 as defined 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/carers, to decide whether they need to continue to be offered a school 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 deputy) know who our most vulnerable children are. They also have the flexibility to offer a place to those on the edge of receiving children's social care support.

Kingsfield Primary will continue to work with and support children's social workers to help protect vulnerable children. This includes working with the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Claudia Stephens

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent/carer does not want to bring their child to school, and their child is considered vulnerable, the social worker and Kingsfield will explore the reasons for this directly with the parent/carer.

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

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

#### **4. Attendance monitoring**

Local authorities and schools do not need to complete their usual daily attendance processes to follow up on non-attendance.

If Kingsfield Primary has any children in attendance (e.g. because they are vulnerable or their parent(s)/carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Kingsfield Primary School and social workers will agree with parents/carers whether children in need should be attending school – Kingsfield Primary will then follow up on any

pupil that they were expecting to attend, who does not. Kingsfield Primary 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, Kingsfield Primary School 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, Kingsfield Primary School will notify their social worker.

## **5. Designated Safeguarding Lead**

Kingsfield Primary school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Claudia Stephens

The Deputy Designated Safeguarding Lead(s) are: Jennie Ann Pritchard  
Sian Pritchard (til 14<sup>th</sup> April)  
Toni Jackson (from 14<sup>th</sup> April)

The preferred 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 updating and managing access to the child protection online management system (My Concern) 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.

It is important that all Kingsfield Primary staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

## **6. Reporting and monitoring a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding procedures, this includes making a report via My Concern , which can be done remotely.

In the unlikely event that a member of staff cannot access their My Concern from home, they should phone and email the Designated Safeguarding Lead and Headteacher. 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 according to the Safeguarding and Child Protection Policy. 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.

Concerns around the Headteacher should be directed to Stephen Chamberlain, CEO.

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

## **7. 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 on 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 Kingsfield Primary School, they will continue to be provided with a safeguarding induction.

Schools should also seek assurance from the 'releasing' HT that the member of staff has received appropriate safeguarding training.

Upon arrival, newly deployed staff will be given a copy of our child protection procedures, confirmation of local processes and confirmation of DSL arrangements.

## **8. 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. Therefore, when recruiting new staff, Kingsfield Primary will continue to follow the relevant safer recruitment processes, 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.

If staff are deployed from another school 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.

Where Kingsfield Primary School 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.

Kingsfield Primary 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.

Kingsfield Primary 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 will 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 we are 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, Kingsfield Primary will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in schools and colleges**

Kingsfield Primary 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.

## **10. 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 according to Child Protection procedures and where appropriate referrals should still be made to children's social care and as required, the police.

Kingsfield Primary will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

When delivering virtual lessons, especially where webcams are involved:

- There will be 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 specified by senior leaders and approved by our IT network manager/provider to communicate with pupils.
- Staff should record, the length, time, date and attendance of any sessions held.

## **11. Supporting children not in school**

Kingsfield Primary 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 will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded on CPOMS, as well as record of contact made.

Communication plans will include; remote contact, phone contact, door-step visits. Other individualised contact methods will also be recorded.

Kingsfield Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will 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.

Kingsfield Primary 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. The pressures on children and their families at this time are significant. There is a heightened awareness of family pressures through being contained in a small

area, poverty and financial or health anxiety. Staff will inform the DSL of any concerns. Teachers at Kingsfield Primary will be aware of this in setting expectations of pupils' work where they are at home, including online learning.

## **12. Supporting children in school**

Kingsfield Primary is committed to ensuring the safety and wellbeing of all its pupils. Kingsfield Primary 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.

Kingsfield Primary 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.

Kingsfield Primary will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded on My Concern.

Where Kingsfield Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust.

### ***New children in school***

In a situation, where children join our school from other schools we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely **before** the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. DfE guidance states that if a child is attending an alternative school there is an expectation that the placing school will also send a member of staff if possible.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child. The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

## **13. Peer on Peer Abuse**

Kingsfield Primary 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 our Child Protection procedures.

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 child or young person.

Concerns and actions will be recorded on My Concern and appropriate referrals made.

#### **14. Mental health and well-being**

At this unprecedented time staff, pupils, parents and carers may be experiencing severe stress and anxiety. Everyone reacts differently to events and changes over time. Teachers should be aware of this in setting expectations of pupils' work where they are at home and/or on site. Equally taking into consideration their own working arrangements and workload. Mental health issues can bring about changes in a young people's behaviour or emotional state which can be manifested in a range of different ways, and that can be an indication of an underlying problem. Staff will have special consideration for:

- Emotional state (fearful, withdrawn, low self-esteem);
- Behaviour (aggressive or oppositional; habitual body rocking);
- Interpersonal behaviours (indiscriminate contact or affection seeking, overfriendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).

To support parents and carers, pupils and staff, Kingsfield Primary will take into consideration:

- The importance on how to connect with and support others;
- The importance of voicing concerns;
- How to handle worries and concerns and coping strategies;
- The importance of physical wellbeing;
- The importance of sleep;
- Managing media and information;
- Understanding the facts;
- Focusing on positives and goal setting;
- Keeping an active mind;
- Worries about health and finance;
- Routine.

#### **15. Support from the Active Learning Trust**

The Active Learning Trust Central Safeguarding Team will continue to provide support and guidance to schools in enabling DSL(s) to carry out their roles effectively, including national

updates, with DSLs being encouraged, as before, to have direct communication with their peers in other Trust schools to talk through challenges and find solutions.