



## **LEEDS CHILDREN'S SERVICES**

### **SAFEGUARDING & CHILD PROTECTION POLICY FOR SCHOOLS & COLLEGES**

#### **Addendum**

### **COVID-19 school closure arrangements for Safeguarding and Child Protection at Bramham Shadwell Federation**

**School Name: Bramham and Shadwell Primary Schools**

**Policy owner: Bramham Shadwell Federation**

**Date: March 31 2020**

**Date shared with staff: April 1 2020**

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## 1. Context

From 20<sup>th</sup> 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 and children who are vulnerable and cannot be safely cared for at home.

It is the responsibility of the host school for safeguarding and child protection for all pupils who are attending regardless of whether they are on roll at that school.

All staff working in schools should understand their specific roles in the safeguarding of children.

This addendum of the Bramham Shadwell Federation Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## 2. Key contacts

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
Designated Safeguarding Lead	Sarah Richards		
Deputy Designated Safeguarding Leads	Valerie Wilson		
Headteacher	Sarah Richards		
Trust Safeguarding Manager	N/A		
Chair of Governors	Sue Morgan		
Safeguarding Governor / Trustee	Georgina Mills		

### **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 and children and families with early help 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 SENCO 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 deputy) 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.

Bramham and Shadwell Federation 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: Valerie Wilson

The offer to attend school is extended to all identified vulnerable children who have a social worker, so long as they do not have underlying health conditions that put them at increased 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 Bramham Shadwell Federation will explore the reasons for this directly with the parent and this will be recorded.

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

Bramham Shadwell Federation will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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

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

If Bramham Shadwell Federation 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.

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

Bramham Shadwell Federation and social workers will agree with parents/carers whether children in need should be attending school – Bramham Shadwell Federation will then follow up on any pupil that they were expecting to attend, who does not. Bramham Shadwell Federation 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.

#### **IN OUR SCHOOLS**

To support the above, Bramham Shadwell Federation 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, Bramham Shadwell Federation will notify their social worker.

## **5. Designated Safeguarding Lead**

Bramham Shadwell Federation has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sarah Richards

The Deputy Designated Safeguarding Lead is: Valerie Wilson

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 updating and managing access to child protection records both offline or online management system, 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 Bramham and Shadwell Federation staff and volunteers have access to a trained DSL (or deputy). The staff on site have been made aware of who these people are and how to contact them. All onsite staff have been made aware of the children's services education safeguarding team consultation line number should a DSL be unavailable and they require safeguarding advice.

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

The senior DSL will ensure that operational staff with designated safeguarding responsibilities, access regular supervision, which can be undertaken remotely through electronic communications (e.g. skype, mobile communications etc..)

## **6. 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 contacting a DSL without delay, making a report and formally recording concerns via the school's secure email systems with completed cause for concern forms attached.

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 contact their Headteacher, DSL Sarah Richards. 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 the Chair of Governors: Sue Morgan.

All staff must follow Part 4 of Keeping Children Safe in Education (2019) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff. The case manager must use the local authority designated officer (LADO) notification form (see Appendix 13 of local authority model safeguarding model child protection policy) in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their school's HR Advisor/provider/contact. The completed LADO notification form must be sent within one working day of the allegation being made.

The education safeguarding team manager 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 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 Bramham Shadwell Federation, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, online safety policy including acceptable use and 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. When recruiting new staff, Bramham Shadwell Federation 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.

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

Where Bramham Shadwell Federation 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.

Bramham Shadwell Federation 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.

Bramham Shadwell Federation 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.

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,

Bramham Shadwell Federation 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**

Bramham Shadwell Federation 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 as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Bramham Shadwell Federation 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, as should a record of contact have made.

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

Bramham Shadwell Federation and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly 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.

Bramham Shadwell Federation 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 Bramham Shadwell Federation

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

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

Bramham Shadwell Federation is committed to ensuring the safety and wellbeing of all its students.

Bramham Shadwell Federation 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.

Bramham Shadwell Federation 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.

Bramham Shadwell Federation 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 Bramham Shadwell Federation has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the local authority education safeguarding team and/or health and safety team.

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

Bramham Shadwell Federation 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 in keeping with school reporting and recording systems (contact DSL or Deputy DSL without delay and record on Cause for Concern form) and appropriate referrals made.

## **14. Mental health and Well-Being**

Bramham Shadwell Federation recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

Schools may also wish to ensure that there is a plan in place for how any bereavements may be handled, including obtaining support services as appropriate.

Useful contacts/web links:

Child line: 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

[www.nhs.uk](http://www.nhs.uk)

[Mind.org.uk](http://Mind.org.uk)

[www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

[www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips](http://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips)  
[www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak](http://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak)

[www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/](http://www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/)  
<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

[www.mindmate.org.uk/](http://www.mindmate.org.uk/)

## **15. Staff who bring their own children into school due to a lack of suitable alternative childcare**

In addition to advice issued centrally by the Local Authority on this issue: where these are pre school children schools must also have regard to the Disqualification Regulations 2018: The [Childcare \(Disqualification\) Regulations 2018](#) and [Childcare Act 2006](#), which set out who is disqualified from working with children.

## **16. Support from the Local Authority**

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.

