



## Trawden Forest Primary School

# Update to Safeguarding & Child Protection Policy

May 2020

### 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 **Trawden Forest Primary School** Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period.

On May 10th, The Government announced that schools will gradually reopen their doors from June 1st. This addendum surrounds this procedure and details additional safeguarding arrangements and considerations for all staff in this transitional period.

### 2. Maintaining Links with Safeguarding Partners:

The school will check briefings issued from the DfE, Lancashire County Council and local safeguarding advisers in LCC and MASH. This will be the responsibility of the DSL.

### 3. Referrals to Children's Social Care and LADO:

- LADO Services are operating during the pandemic, using Skype as necessary and so any concerns about harm to children are subject to consultation with LADO as in normal operating.
- CSC can be contacted on 0300 123 6720 (no hot-line services) and [cypreferrals@lancashire.gov.uk](mailto:cypreferrals@lancashire.gov.uk)
- The Schools Safeguarding Advice Line and MASH Education Officers are still available and will be used for advice about threshold and wider safeguarding concerns.

### 4. Key contacts (Designated Safeguarding Leads):

Name	e-mail
Lisa Stinchon	<a href="mailto:head@trawden.lancs.sch.uk">head@trawden.lancs.sch.uk</a>
Clair Clark	<a href="mailto:cclark@trawden.lancs.sch.uk">cclark@trawden.lancs.sch.uk</a>
Gemma Beetham	<a href="mailto:gbeetham@trawden.lancs.sch.uk">gbeetham@trawden.lancs.sch.uk</a>
Jacky Whittaker	<a href="mailto:jwhittaker@trawden.lancs.sch.uk">jwhittaker@trawden.lancs.sch.uk</a>
If no DSL is available then contact the LCC Safeguarding Advice Line	

If no DSL is on site any safeguarding concerns should be reported to the senior member of staff on duty. That senior teacher will notify Mrs Stinchon of ALL safeguarding concerns as soon as possible.

**ALL** Safeguarding concerns must be logged on CPOMS in the usual manner.

It is important that all 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 how to speak to them (this may be by phone as the DSL may not be on site). There will however always be a senior member of staff on site.

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

Due to the changing circumstances, this addendum will be monitored and reviewed on a regular basis, whilst being shared with all stakeholders.

## **5. Supporting 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 (Child 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 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.

**Trawden Forest 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.

***The lead person for this will be: Mrs Stinchon***

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 COVID19, school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

**Trawden Forest Primary School** will encourage our vulnerable children and young people to attend school if needed.

### **Identified Vulnerable Children:**

Details of identified vulnerable children are held within the school 'operations manual'. This includes contact details of both the family and social worker / family support worker. Such information can also be found on CPOMS.

Families of vulnerable children will be contacted, by phone, at least once a week (or more if deemed appropriate) by the senior teacher on duty.

## Supporting Potentially Vulnerable Children:

The DSL and Deputy DSL have identified children who are vulnerable but do not have a formal Child in Need Plan / allocated social worker (single agency or CAF/TAF support). Details of these families can be found in the Operations Manual.

Weekly contact (as a minimum) will be maintained with these families via a phone call – made by the senior teacher on duty. Details of the call will be logged on CPOMS. Any concerns should be discussed with the DSL and where appropriate the Lancashire Children's Social Care interim risk assessment will be adapted for use. See link below:



Appendix 1 to Risk  
Assessment Guidance

## 6. Supporting children not in school:

**Trawden Forest Primary 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. This, for the time being will be done through regular phone contact with the family.

Details of phone calls must be recorded on CPOMS.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

For all other children ideally a phone call, to check in with the family should be made once every three weeks when the class teacher is in school. Parents may contact teachers via e-mail (through the school website) at any time. Teachers should ideally try to reply during the course of the normal working week (either from home or school). Any concerns should be reported to the Headteacher.

The school will share safeguarding messages on its website and social media pages – details of appropriate online use is available on the Remote Learning section of the website.

**Trawden Forest 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/carers. Teachers need to be aware of this in setting expectations of pupils' work where they are at home.

## 7. Supporting children in school:

Trawden Forest 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.

We 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.

We 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 CPOMS where necessary.

Where school leaders have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will review the current team working arrangements in place for the summer term 2020.

## **8. 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.

**Trawden Forest Primary School** and social workers will agree with parents/carers whether children in need should be attending school – school will then follow up on any pupil that they were expecting to attend, who does not. Trawden Forest 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, 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. (These should already have been logged on the updated pupil childcare registration forms that are kept in the Operations Manual).

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, school will notify their social worker.

## **9. Reporting a Safeguarding / Child Protection 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 their CPOMS from home, they should email the Designated Safeguarding Lead, and the Deputy Designated Safeguarding Lead. This will ensure that the concern is received. In an emergency this should be followed up with a phone call to the DSL.

Staff are reminded of the need to report any concern immediately and without delay.

## **10. Reporting a Safeguarding / Child Protection Concern about an Adult in School:**

Where staff are concerned about an adult working with children in the school, they should immediately contact the Headteacher – Telephone 01282 865242. 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 (head@trawden.lancs.sch.uk)

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Paul Wright – Govpwright@trawden.lancs.sch.uk

## **11. 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 **Trawden Forest Primary 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 safeguarding and child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **12. 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, 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.

Should school utilise 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.

**Trawden Forest Primary 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.

**Trawden Forest Primary 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, **Trawden Forest Primary School** will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **13. Online safety in school:**

**Trawden Forest 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.

#### **14. 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 Safeguarding & 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 staff code of conduct.

**Trawden Forest 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
- 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.
- 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 **Trawden Forest Primary School** to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Online Safety materials are on the remote learning class page for each year group. Staff should remind parents and pupils to observe such guidance regularly.

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

**Trawden Forest Primary School** recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where 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 Safeguarding & 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 CPOMS and appropriate referrals made.

#### **16. Operation Encompass:**

Where school receives an Operation Encompass notification in respect of a child who is not attending school the DSL should consider what further actions are required as they would in normal working, including speaking to parents and seeking advice from MASH / Schools Safeguarding Officer.