

# *Covid -19*

## *School Closure Arrangements/ Local Restrictions for Safeguarding and Child Protection at Worlingham CEVC Primary School*

*Policy Owner: Matthew Brown*

*Date: 1<sup>st</sup> October 2020 (V2)*

*Date shared with staff:*

**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 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.

Schools reopened to all pupils from the 1<sup>st</sup> September 2020 with the expectation that all pupils return to their education.

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

1. Context
2. Vulnerable children
3. Attendance and monitoring
4. Designated Safeguarding Lead
5. Reporting a concern
6. Safeguarding Training and Induction
7. Safer Recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Peer on Peer abuse
12. Support from the Multi Academy Trust

### **Key Contacts**

Designated Safeguarding Lead: Matthew Brown 01502 712375 [matthbrown@wcevcps.org](mailto:matthbrown@wcevcps.org)

Deputy Designated Safeguarding Lead: Paul Seeman 01502 712375 [head@wcevcps.org](mailto:head@wcevcps.org)

Don Marchand 01502 712375 [dommarchand@wcevcps.org](mailto:dommarchand@wcevcps.org)

Wendy Jennings (SENCO) [wjennings@wcevcps.org](mailto:wjennings@wcevcps.org)

Claire Howard (EYFS Lead) [choward@wcevcps.org](mailto:choward@wcevcps.org)

Headteacher: Mr Paul Seeman

### **Chair of Governors:**

Mr Peter Hobbs [phobbs@wcevcps.org](mailto:phobbs@wcevcps.org)

Mr Matt Bodmer [mbodmer@wcevcps.org](mailto:mbodmer@wcevcps.org)

### **Safeguarding Governors:**

Mr Ben Axon [baxon@wcevcps.org](mailto:baxon@wcevcps.org)

Mr Oliver Garwood: [ogarwood@wcevcps.org](mailto:ogarwood@wcevcps.org)

### **Vulnerable Children**

Vulnerable children can 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 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 deputies) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving childrens social care support.

Worlingham CEVC Primary School will continue to work with and support childrens social workers to help protect vulnerable children. This includes working with and supporting childrens 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 Matthew Brown.

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 Worlingham CEVC Primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID 19, Worlingham CEVC Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

### **Attendance and Monitoring**

Worlingham CEVC Primary School and social workers will agree with parents/carers whether children in need should be attending school – Worlingham CEVC Primary School will then follow up on any pupil that they are expecting to attend, who does not. Worlingham CEVC Primary School will also follow up with any parent/carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Worlingham CEVC Primary 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.

### **Designated Safeguarding Lead:**

- Matthew Brown

### **Deputy Designated Safeguarding Lead:**

- Paul Seeman
- Don Marchand
- Wendy Jennings
- Claire Howard

Should the school be in a localised lockdown situation and the school is closed to all pupils a trained DSL (or deputy) will be available to be contacted by phone – for example when working from home.

If specific year groups or classes are sent home for a period of self isolation, there will be 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 by phone – 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 records and liaising with the offsite DSL (or deputy) as required.

It is important that all staff and volunteers (if on site) have access to a trained DSL (or deputy). The DSL will continue to engage with all necessary agencies and attend all multi-agency meetings, which can be done remotely.

## Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the schools Safeguarding Policy (the use of CPOMS is used for recording incidents/concerns). 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 this 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.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr Peter Hobbs or Mr Matt Bodmer:

## Safeguarding Training and Induction

DSL training is likely to take place virtually whilst there remains a threat of the COVID 19 virus.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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, they will continue to be provided with safeguarding induction.

If staff are deployed from another education or childrens 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 childrens barred list check
- there are no known concerns about the individuals 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 settings child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the childrens workforce or gain access to children. When recruiting new staff, Worlingham CEVC 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 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 Worlingham CEVC Primary School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in Part 3 of KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulatory activity. Currently, there are no volunteers in school.

Worlingham CEVC 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.

Worlingham CEVC Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) and the TRAs 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 situation and the potential for localised lockdowns, 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, Worlingham CEVC Primary School will continue to keep the single central record (SCR) up to date:

### Online Safety in schools and colleges

Worlingham CEVC Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students use computers in school, appropriate supervision will be in place.

### Children and Online Safety Away from School

It is important that all staff who interact with children, including online whilst a class bubble may be self-isolating at home, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Child Protection and Safeguarding Policy and where appropriate referrals should still be made to children's social care (through the online portal or by telephone 0808 800 4005) and as required, the police.

Worlingham CEVC Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements as well as using the recommended platforms as outlined in the Government guidance for remote learning.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff 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 should record the length, time, date and any attendance of any sessions held.

### Supporting children not in school

Worlingham CEVC 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.

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

Worlingham CEVC Primary School and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

The school will share safeguarding messages on its website. Worlingham CEVC 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 at Worlingham CEVC Primary School need to be aware of this in setting expectations of pupils' work when they are at home.

### Supporting Children in School

Worlingham CEVC Primary School is committed to ensuring the safety and wellbeing of all its students. School 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 pupil to staff ratio numbers are appropriate to maximise safety.

Worlingham CEVC Primary School 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 spread of COVID 19.

### Peer on Peer Abuse

Worlingham CEVC Primary School recognises that during the school closure a revised system 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 set out in part 5 of KCSIE and of those outlined in 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.