# Annex: Supplemental Safeguarding and Child Protection arrangements during COVID-19 school closure

April 2020

# Contents

1. **Context**

From 20th March 2020 parents were asked to keep their child(ren) 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. These are defined in the following government documents:

- [Closure of educational settings: information for parents and carers](#)
- [Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision](#)

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 annex to the school Safeguarding and Child Protection policy reflects new arrangements implemented in response to COVID-19.  All other provisions in the Safeguarding and Child Protection policy remain in force.

2. **Key contacts**

**School**

| Designated Safeguarding Lead | Gilly Paterson | gpaterson@dsatkibworth.org |
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| Deputy Designated Safeguarding Lead | Mick Beck | safeguarding@dsatkibworth.org 07593 445084 |
| Deputy Designated Safeguarding Lead | Danielle Marks | dmarks@dsatkibworth.org |
| ELSA | Trudy Lakin | wellbeing@dsatkibworth.org 07593445086 |
| ELSA | Charlotte Rowland | wellbeing@dsatkibworth.org 07593445089 |

**Trust**

| Designated Board member for Safeguarding | | |
|---|---|---|
| David Williams | 0116 279 3462 | dwilliams@discoveryschoolstrust.org.uk |
| **DSAT Head of Safeguarding and Pupil Wellbeing:** | | |
| Liz Braithwaite | 07930 350929 | lbraithwaite@discoveryschoolstrust.org.uk |
| **DSAT Director of Primary Education** | | |
| David Briggs | 07855 822376 | dbriggs@discoveryschoolstrust.org.uk |
| **DSAT Trust Leader** | | |
| Paul Stone | 07870 194191 | pstone@discoveryschoolstrust.org.uk |

Access to the EPIC and SALT services are still available during this period as support for children's mental health and well-being is a priority of the Trust and school. Contact details for these services are as normal.

3. **Vulnerable children**

Vulnerable children include those who have a social worker and those children with an education, health and care (EHC) plan.

Children who have a social worker include children in need, children who have a child protection plan and those who are looked after by the local authority. Senior leaders, especially the Senior Designated Safeguarding Lead (SDSL) and Deputy Designated Safeguarding Leads (DDSL's) 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.

The school will risk assess children with a EHC plan 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.

We 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: *Danielle Marks*

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 the school will explore the reasons for this directly with the parent.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.  Where parents are concerned about the risk of the child contracting COVID19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

4. **Attendance monitoring**

The school is not required to complete the usual day-today attendance processes to follow up on non-attendance and the following alternative arrangements will apply. If the school has any eligible children in attendance, the daily attendance sheet will be submitted to the DfE and Trust using the pro forma: https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

If the school has closed, the return will be submitted once as required by the DfE.

The school and social workers will agree with parents/carers whether children in need should be attending school.  The school will follow up on any vulnerable pupil that they were expecting to attend, who does not.  The school will also follow up with any other parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.  In any event, **the**

**social worker must be informed about any child subject of a child protection plan, child in need plan or who is looked after who does not attend school on the first and (subject to the agreement reached with the social worker) each subsequent day of absence**.

To support the above, we 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, we will notify their social worker.

We will endeavour to keep regular contact with all pupils who are learning at home. The regularity of this contact will be risk assessed by the Senior DSL as to the vulnerability and needs of the families.  The following protocols for both phone and home visits are set out below:

**Contact by phone:**

The purpose of the call is to 'try and establish contact with families and offer help and support if wanted by the family and if this is something the school can provide. Otherwise it will be made clear that the school can only signpost the family to agencies which can give more targeted support.

**A phone call does not guarantee that a child is safe** however offers families the opportunity to reach out for support if needed. **ANY CONCERNS ABOUT A CHILDS IMMEDIATE RISK OF HARM THE SENIOR or DEPUTY DSL WILL CONTACT THE DUTY TEAM STRAIGHT AWAY.**

**Protocols for phone call contact:**

- Introduce yourself using your first and last name, and school.

- Ask the person you are talking to, to identify who they are so that you can establish who you are talking to. **ONLY TALK WITH AN AGREED PARENT OR CARER. NEVER SHARE INFORMATION OVER THE PHONE IF YOU ARE UNSURE WHO YOU ARE TALKING WITH. NEVER SHARE CONFIDENTIAL INFORMATION OVER THE PHONE.**

- Ask whether the family and child/children are ok and whether they have any worries or concerns that they need help / support with. DO NOT insist on speaking with the child / children however listen for signs of children talking / laughing in the background and record what you hear on CPOMS.

- If possible, signpost outside agencies which they can contact for help (have these numbers to hand prior to the phone call).

- Make handwritten notes of the conversation as it is happening and upload these to CPOMS.

- Where possible record direct quotes of what was said / heard and by who. Keep it factual!

- Establish the timescales on any agreed actions, such as further support for the family and how further communication will take place e.g. email, letter through the post.

- Establish when the next call will be and whether the family is still happy to be contacted.

**Home visit contact**:

**Home visits can only be authorised by the Headteacher as Senior DSL of the school. Any home visits are also ONLY CARRIED OUT in line with Government contact restrictions, is voluntarily by staff members and in agreement with families.**

The purpose of the visit is to possibly 'see the children', offer help and support if wanted by the family and if this is something the school can provide. Otherwise it will be made clear that the school can signpost the family to agencies which can give more targeted support.

**Protocols for home visit contact:**

- The DSL will need to speak to the child's parents/carers to establish whether any member of the household has symptoms of COVID-19; has been diagnosed; or is self-isolating.

- Make sure someone else knows the specific address where you are going, the time you intend to be there and always attend in pairs.

- Call ahead to ensure that the family is aware of your visit time and is in.

- Introduce yourself using your first and last name, and school.

- Ensure you wear your ID badge.

- If a family doesn't want contact then <u>DO NOT PERSIST</u>, log this on CPOMS and contact the relevant outside agencies if you have concerns or they are involved with the family.

- If a home visit takes place consider taking a bag with picture books, colouring books and crayons, puzzles, pencils and small toys with you in case you witness that the home has none of these resources to support their child's learning at home.

- **Do not enter the home** but remain on the doorstep (2 metres away) but politely request to see the children and speak with them. **YOU CANNOT INSIST ON SEEING THE CHILD/CHILDREN**, so if this doesn't happen then report this on CPOMS. **ANY IMMEDIATE concerns for the welfare and safety of children SEEN or NOT SEEN SHOULD BE REPORTED TO SOCIAL CARE.**

- Make observations of the emotional and physical appearance of the child/ children and parents/carers. **ANY CONCERNS ABOUT A CHILDS IMMEDIATE RISK OF HARM CONTACT THE DUTY TEAM STRAIGHT AWAY.**

- Ask whether the family needs any support that you can provide or signpost the family to.

- Arrange the next visit with the family before you leave.

- Record all observations on CPOMS as soon as it practically possible, but within 24hours of the visit.

- Contact your line manager when you leave so that they know you are safe and well.

If a family is self-isolating and/or it is difficult/not appropriate to carry out a home visit subject to the risk assessment, the DSL will consider whether technology can be used to see the child, e.g. via Skype or other means of video chat. If carrying out Skype/video chat, this should be agreed with parents/carers prior to any call being made.

**Contact with other pupils (not considered vulnerable)**

To ensure we try and safeguard all children during school closure the following is recommended:

- The school will endeavour to track children via engagement with learning online. Teachers will alert the DSL's when children appear to not engage with this learning for more than ONE SCHOOL WEEK. This communication will be evidenced through the child's use of a thumbs up (or similar) acknowledgement, direct messaging or work seen.

- ANY FAMILY (not individual children) THAT HAS NOT ACKNOWLEDGED COMMUNICATION FROM THE SCHOOL FOR MORE THAN 5 SCHOOL DAYS WILL BE LOGGED AS MISSING AND RECORDED ON CPOMS. Communication can consist of a thumbs up type acknowledgement on TEAMS, email, phone call, text message and submission of homework. A phone call should take place within 24hrs to establish contact with this family and determine the reason why. The necessary support can then be offered.

- If no contact can be established, then social care may need to be contacted. The Senior DSL will make that decision based upon other evidence they may have.

- The school will continue to attempt to contact the family regularly up to 20 days. After 20 days the LA will be informed, and advice requested.

5. **Designated Safeguarding Lead**

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.

Staff and volunteers will have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person who that person is and how to speak to them.

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 online management system, CPOMS 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 in school.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. The DSL team will meet (this will be remotely in most circumstances in order to adhere to social distancing requirements) regularly to discuss the welfare and status of each child on the register/ database of vulnerable children.

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 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, Headteacher and the Trust Head of Safeguarding. 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 speak directly with the Senior Designated Safeguarding Lead (Headteacher) to report the concern, then followed up with an email to the headteacher. If they cannot speak directly to them in person or via phone call, they should email the headteacher with a confidential! message and request a delivery and read receipt.

Concerns around the Headteacher should be directed to the Director of Primary Education David Briggs (contact details above).

The Central Team will continue to offer support in the process of managing allegations.

7. **Reporting on CPOMS during closures:**

All DSLs will have remote access to the register/database of all vulnerable children and other safeguarding records when working off site.

ALL contact or attempts to contact parents, other agencies and colleagues **MUST be recorded on CPOMS** in the usual way. A COVID-19 tab should be created so that staff can clearly identify the remote circumstances when incidents occurred.

If staff are reporting on CPOMS in their own home, they need to remember that if the screen is visible in non-secure areas, for example, in the dining room, that there can be a data breach, if other members of their family can see it.

As normal actions need to be logged and followed up by members of staff tagged. If staff are unable to follow up on an action (such as illness) then they will need to inform the Senior DSL who will reallocate the action.

**Staff will check their email for CPOMS alerts daily.**

8. **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) and Annex A. The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

A safeguarding induction will continue to be provided to new staff and volunteers by the school prior to commencement of their post and unsupervised access to children.  This may happen face to face

adhering to social distancing requirements or remotely via video conferencing. Safeguarding training for new staff and volunteers will primarily take place through TEAMS training sessions run by the Head of Safeguarding or FLICK training modules.

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

If staff are deployed from a school within the Trust, we will seek assurance from the Head of Safeguarding and/or HR Manager that the member of staff has received appropriate safeguarding training.

All new staff to the school will be given a copy of the full child protection policy and annex, confirmation of local processes and confirmation of DSL arrangements.

9. **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, we will continue to follow the relevant safer recruitment processes and Keeping Children Safe in Education (2019) (KCSIE) guidance.

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 we are utilising volunteers, we will continue to follow the Visitor and Volunteers policy which meets the statutory requirements for checking and risk assessing of adults 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.

We 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.

We 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

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

If adults from another school or setting are redeployed to work at the school during the COVID-19 virus, the school will take into account DfE supplementary guidance and will accept portability of pre-employment checks 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; and

- there are no known concerns about the individual's suitability to work with children; and
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, all such redeployed staff will be given a copy of the school's safeguarding and child protection policy, staff behaviour (code of conduct) policy, behaviour policy, the school's safeguarding recording and reporting procedures and confirmation of DSL details and arrangements.

## 10. Online safety and learning in school and away from school

**Children and online safety learning in school**

We will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers in school, appropriate supervision will be in place.

**Children and online safety and remote learning 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 and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching and Live Lessons should follow the same principles as set out in the DSAT code of conduct. An updated Acceptable Use Agreement has been signed by all staff which outlines clear procedures and protocols for remote learning. Where this agreement is breached disciplinary action may be taken against staff.

A pupil and parent agreement have also been created which recommends to parents how they may encourage safe online behaviours and the expectations the school has when they allow their child to access school systems remotely. The school reserves the right to block children from accessing school systems where their behaviour poses a risk to others or themselves. The Senior DSL will deal with such concerns if they arise and provide support so that children can access online learning.

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

Staff will following the following protocols when delivering virtual live lessons, especially where webcams and online chat software are involved:

- No 1:1 conference calls or chats will be used, either adult to pupil or pupil to pupil, and that groups of pupils only will be organised by the teacher / adult leading the Live learning session.

- Staff and children must wear suitable clothing (no PJ's or offensive slogan T-shirts), as should anyone else in the household when Webcams are switched on. It will be the adult's responsibility to immediately switch off any webcams or remove from the group a pupils account, if they felt a pupil or family members clothing was inappropriate.

- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background (to avoid the endorsement of use of consumer products). It will be the adult's responsibility to immediately switch off any webcams or remove from the group a pupils account, if they felt the room being seen was inappropriate. The blurring of backgrounds tool will where possible always be used.

- All live classes are recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed. Any safeguarding concerns seen or heard will be recorded on CPOMS and reported to a DSL immediately.

- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day. The time of day live classes are timetabled will always fall within normal school hours.

- Language must be professional and appropriate, including any family members/adults in the background of my household. Inappropriate language used by pupils or heard by members of their family will be challenged and accounts will be muted if necessary, by the adult.

- Webcams and chat platforms are for work purposes only and subject to the code of conduct standards set out in the Trust's staff behaviour policy. A breach of these standards may result in disciplinary action.

## 11. Supporting children not in school

The school is committed to ensuring the safety and wellbeing of all its children.

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 CPOMS, as should a record of contact have made.

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

Kibworth C of E Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan and review the impact and effectiveness of strategies used regularly.

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.

We recognise that school is a protective factor for children, 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.

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.

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

The school is committed to ensuring the safety and wellbeing of all its children.

We 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.

Concerns about the potential impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will be discussed immediately with the Trust's Head of Safeguarding.

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

During the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partners required to ensure the safety and security of that young person.

 Concerns and actions must be recorded on CPOMS and appropriate referrals made.

### 14. **Supporting pupils from other schools**

There may be a requirement for children of key workers or vulnerable children from another school (either from within the Trust or outside of the Trust) to attend our school. In such circumstances a place will be offered upon agreement with both the child's parent and existing school.

This offer will be subject to the child's existing school giving Kibworth C of E Primary School emergency contact details and any child protection, medical, dietary and key background information, prior to attending. The child's existing school will also be asked to provide a member of staff to accompany their pupil(s) in order to ensure a smoother induction and sense of familiarity for the child. Where this is a vulnerable child, a DSL from the existing school may be asked to attend in order or liaise with parents/carers about any new issues or concerns which arise.

Safeguarding information about children placed in the school will be recorded on our safeguarding system, will be securely copied to the existing school's DSL and will be securely returned to the

existing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

A DSL at Kibworth C of E Primary School 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 the school's safeguarding recording system CPOMS.

### 15. Supporting pupils who go to another school setting

If the school closes and pupils need to attend another school in accordance with local/hub arrangements, the school will maintain its overarching responsibility for safeguarding the child.

The DSL will be responsible for liaising with the receiving school in order to share information from the register/database of vulnerable children and to advise the receiving school about how best to respond to new/emerging concerns.

The DSL must be informed by the receiving school about any new incidents or concerns and agreement must be reached and recorded about whether the DSL or a DSL in the receiving school is best placed to discuss issues with parents/carers, contact social workers, make referrals etc.

### 16. Support from the Trust

The Trust 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 Head of Safeguarding will also provide regular group and individual support sessions. This may take the form of an online meeting.