

Safeguarding and Child Protection Policy

Annex 1 COVID-19 school arrangements

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Introduction

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools remained open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of the Park Street CofE Primary School Safeguarding and Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during that time. These will be followed again, should the need for lockdown recur.

Park Street CofE Primary School is committed to ensuring the safety and wellbeing of all its students.

The following safeguarding principles remain unchanged:

- The best interests of children must always continue to come first;
- If anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
- A DSL or deputy should be available;
- It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children;
- Children should continue to be protected when they are online.

Key contacts

Role	Name	Contact number	Email
Head Teacher, Designated Safeguarding Lead and Designated Teacher – Looked After Children	Sarah Hawker		head@parkstreet.cambs.sch.uk
Deputy Designated Safeguarding Lead	Katherine Shankland	07399 156583 (School mobile phone). Contact will be passed to DSL as necessary.	kshankland@parkstreet.cambs.sch.uk
Chair of Governors	Nigel Moorhouse		Contact via: clerk@ parkstreet.cambs.sch.uk
Safeguarding Governor	Andrew Day		Contact via: clerk@parkstreet.cambs.sch.uk

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 Plans (EHCP).

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.

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 about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Park Street CofE 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: Sarah Hawker.

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 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 Park Street CofE Primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Park Street CofE Primary School or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

Attendance monitoring

Local Authorities and education settings will now return to completing their usual day-to-day attendance processes to follow up on non-attendance.

Should lockdown recur, and Park Street CofE Primary School have 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>

Park Street CofE Primary School will also send this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough,

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

Park Street CofE Primary School and Social Workers will agree with parents/carers whether children in need should be attending school – Park Street CofE Primary School will then follow up on any pupil that they were expecting to attend, who does not. Park Street CofE Primary 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, Park Street CofE 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Park Street CofE Primary School will notify their Social Worker.

Designated Safeguarding Lead

Park Street CofE Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sarah Hawker

The Deputy Designated Safeguarding Lead/s is Katherine Shankland

A DSL will not be available at present on site, if the school is closed. However a trained DDSL will be available to be contacted via phone, and the DSL by email and through the use of Microsoft Teams for recording concerns.

When the school reopens, 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.

It is important that all Park Street CofE Primary School staff and volunteers have access to a trained DSL (or deputy). They can refer to this annex to find out how to contact them.

The DSL will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. Park Street CofE Primary School has an electronic recording form, accessed through Microsoft Teams, which staff will be able to access from home. This can then be kept confidential but read by the DSL and DDSL.

Staff are reminded of the need to report any concern verbally, immediately and without delay, following up with details of the concern on the electronic form.

Where staff are concerned about an adult working with children in the school or online, 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 by phone to the DDSL, Katherine Shankland, and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors, Nigel Moorhouse.

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.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

All existing school staff will have safeguarding training updated on 3rd September 2020, and have read Part 1 of Keeping Children Safe in Education (2020). The DSL will 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 Park Street CofE Primary School, 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 on 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 children's workforce or gain access to children. When recruiting new staff, Park Street CofE 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 (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 Park Street CofE 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.

Park Street CofE 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.

Park Street CofE 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

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

Online safety in schools and colleges

Park Street CofE 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.

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

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

Park Street CofE Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All children present at Park Street CofE Primary School on 20th March 2020 received an up-to-date online safety briefing. Online safety advice and useful links are also available on the school website. Children and parents have also been signposted to materials on <https://www.thinkuknow.co.uk/>, on their 'Teams' class pages. Children, parents and teachers have also been given additional guidance on safe use of Microsoft Teams. In particular, they have been told that when using Teams:

- Teams sessions should not take place in bedrooms or with private and personal things in the background (for teacher or child)
- All participants should be appropriately dressed – please do not allow children to wear pyjamas!
- We expect children to speak with kindness and respect as they would in school
- If a child is behaving inappropriately, the teacher will explain this and will close the child's session, reporting it to the Designated Safeguarding Lead (who will let the parents know); the child should also end a session if they become uncomfortable and should alert another adult who should inform the Designated Safeguarding Lead
- Logs are automatically kept of all Teams session times and attendees. The sessions will usually be recorded, provided all participants are happy with this, and saved within the school's secure domain, and deleted by the end of the school year.
- Parents should be aware that a Teams session is taking place, and will need to be present for children in Class Two.
- If a teacher finds themselves in a 1:1 situation with a child they will ask the child if they are happy for the Teams session to be recorded; if the child is not happy to be recorded, they must turn the video tool off (note: Teams recordings are saved within the school's secure domain and will be deleted by the end of the year)

Parents and carers are asked to appropriately filter and monitor their children's online activity. You may find one of the support organisations below helpful:

[Internet matters](#) - for support for parents and carers to keep their children safe online

[London Grid for Learning](#) - for support for parents and carers to keep their children safe online

[Net-aware](#) - for support for parents and careers from the NSPCC

[Parent info](#) - for support for parents and carers to keep their children safe online

[UK Safer Internet Centre](#) - advice for parents and carers

Pupils with online concerns can raise these with the Designated Safeguarding Lead, or the following organisations:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

The Department for Education COVID-19 helpline, is available to answer questions. Staff, parents and young people can contact this helpline as follows:

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687 (Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

For online safety issues, as well as any other safeguarding concerns, please do the Designated Safeguarding Lead, Sarah Hawker (head@parkstreet.cambs.sch.uk)

Supporting children not in school

Park Street CofE Primary School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child about whom there have been concerns but not currently open to social care, 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 will be recorded, as should a record of all contact made.

Park Street CofE Primary School 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.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The school will share safeguarding messages on its website and social media pages.

Park Street CofE 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 Park Street CofE Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Park Street CofE Primary School is committed to ensuring the safety and wellbeing of all its students.

Park Street CofE Primary 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 staff to pupil ratio numbers are appropriate, to maximise safety.

Park Street CofE 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 (e.g. Test and Trace) to limit the risk of spread of COVID19.

Park Street CofE Primary School 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.

Peer on Peer Abuse

Park Street CofE Primary School recognises that should there be a further 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 Safeguarding and 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 and appropriate referrals made.

New children at the school

We may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings 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.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

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.