



## **Temporary Policy Addendum:**

### COVID-19 school closure arrangements for Safeguarding and Child Protection at St Paul's Cray CE Primary School

This Policy addendum is effective from 4<sup>th</sup> January 2020



**ACT JUSTLY, LOVE MERCY, WALK HUMBLLY**

## **Context**

To support public health efforts, from 4<sup>th</sup> January 2020 our school remains open only for those children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

The school Nursery Class has re-opened to all from 13<sup>th</sup> January 2020 and it is parental choice as to whether they wish to send their child back in the current situation. Home learning will still be provided as far as possible.

## **Key contacts**

Remains as per the School Safeguarding Policy.

## **Vulnerable children**

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals is not a 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.

St Paul's Cray CE 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 people for this will be: Mrs Jo Zegeling and Mrs Ann Brindle

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 St Paul's Cray primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, St Paul's Cray Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Paul's Cray Primary School will encourage our vulnerable children and young people to attend school, including remotely if needed.

### **Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

### **Attendance monitoring**

In our school, all pupils who are isolating will be recorded as 'x'

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

All children will be offered remote learning through Google Classroom and live lessons via Zoom – children not present at these will be noted and parents will be telephoned and emailed regularly in order to support them to access home learning remotely.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, St Paul's Cray Primary School will notify their social worker.

## **Designated Safeguarding Lead**

St Paul's Cray Primary School has a Designated Safeguarding Lead (DSL) and four Deputy DSLs.

**The Designated Safeguarding Lead is:** Mrs Jo Zegeling

**The Deputy Designated Safeguarding Leads are:** Mrs Elizabeth Bennett, Mrs Ann Brindle Mrs Sue Hickman and Mr Peter Rhodes

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.

St Paul's Cray Primary School staff and volunteers will have access to a trained DSL (or deputy).

The DSL and/or DDSL will continue to engage with social workers, 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 school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

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 Safeguarding Manager. 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 report the concern to the headteacher.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the head teacher to confirm the discussion. The Trust Safeguarding Manager must be included in this email.

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

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **Safeguarding Training and induction**

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, or new volunteers enter St Paul's Cray Primary School, they will continue to be provided with a safeguarding induction.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training. 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, St Paul's Cray 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).

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

St Paul's Cray 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.

St Paul's Cray 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.

Whilst acknowledging the challenge of the pandemic, 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, St Paul's Cray 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**

St Paul's Cray Primary School will continue to provide a safe environment, including online.

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 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 Academy's code of conduct.

St Paul's Cray 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 if there are virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, lessons should not be delivered 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.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

Parents will be informed about safe use of the internet and appropriate behaviour during Zoom lessons.

Supporting children not in school

St Paul's Cray 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.

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plan will include regular phone and email contact. Other individualised contact methods should be considered and recorded.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate – this includes to the EWO.

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

St Paul's Cray 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 St Paul's Cray Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

St Paul's Cray Primary School is committed to ensuring the safety and wellbeing of all its students.

St Paul's Cray 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.

St Paul's Cray 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 risk of spread of COVID19.

St Paul's Cray 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.

Where St Paul's Cray Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust.

### **Peer on Peer Abuse**

St Paul's Cray Primary School 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 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 on CPOMS and appropriate referrals made.

### **Support from the Multi-Academy Trust**

The Academy Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The DSL (JZ) and DDSL (AB) will receive termly supervision support, remotely during the pandemic.