COVID-19 arrangements for Safeguarding and Child Protection at Charlton Primary School

Version 2

Policy owner: Steve Rose

Reviewed by Headteacher: 15.06.20

This document was prepared in accordance with DfE guidance, which was updated 20th May 2020 to reflect partial reopening of schools:
https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers

And in accordance with DfE guidance regarding registering of attendance during COVID-19, which was updated 28th May 2020:
https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form

Key contacts

Role	Name	Contact details
Head of School Designated Safeguarding Lead (DSL)	Michelle Rooke	office@charlton.vale-academy.org 01235 762861
Executive Headteacher (if not DSL/DDSL)	Steve Rose	office@charlton.vale-academy.org 01235 762861
Deputy Designated Safeguarding Lead (DDSL)	Sam Malpas	office@charlton.vale-academy.org 01235 762861
Deputy Designated Safeguarding Lead (DDSL)	Julie Batten	office@charlton.vale-academy.org 01235 762861
Safeguarding Governor	Alan McPherson	office@charlton.vale-academy.org 01235 762861
Chair of Governors	Alan McPherson	office@charlton.vale-academy.org 01235 762861
Safeguarding email address		office@charlton.vale-academy.org

1.Context

Following Government guidance, our school reopened week commencing 1st June 2020 for Year 6 and Foundation and in addition remains open for those children of workers critical to the COVID-19 response, alongside a number of children who are classed as vulnerable.

This document is an annex to our Safeguarding and Child Protection Policy and contains details of the specific safeguarding arrangements in place during this phase of reopening:

2.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.

Vulnerable children who have a social worker are expected to attend school unless the child/household is shielding or clinically vulnerable.

Those with an EHC plan will be expected to attend school where it is determined (following a risk-assessment) that their needs can be as safely or more safely met in the educational environment.

For those children who are deemed otherwise vulnerable, at the discretion of the school or local authority, attendance is expected unless the child/household is shielding or clinically vulnerable.

Senior leaders, especially the Designated Safeguarding Lead (DSL), Deputy DSL and Special Educational Needs Coordinator (SENCO) know who our most vulnerable children are. These senior leaders have the flexibility to offer a place to those on the edge of receiving children's social care support and will work closely with families and outside agencies to ensure appropriate provision is met.

Our 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 is our DSL (see Key Contacts, above).

There is an expectation that vulnerable children who have a social worker are invited to attend an education setting, so long as they do not have underlying health condition that puts 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 our school will explore the reasons for this directly with the parent.

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

Our school will encourage our vulnerable children and young people to attend school, including remotely if needed.

3.Attendance monitoring

From 1st June, 2020, our school will resume taking the attendance register and follow-

up on non-attendance of those students expected in school.

Our school and social workers will agree with parents/carers whether children in need should be attending school.   We will then follow up on any pupil which we were expecting to attend but does not. We 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 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.

4.Designated Safeguarding Lead

See Key Contacts at the front of this document for the names of our DSL and Deputies

There should be a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available via phone or video-link.

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 school staff and volunteers have access to a trained DSL (or deputy). Each day, staff on site will be made aware of who that person is and how to make contact with them.

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

5.Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in our Safeguarding and Child Protection Policy.

In the unlikely event that a member of staff has difficulty accessing emails from home, they should contact the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or Headteacher via phone. 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 continue to follow our normal procedures and alert the Headteacher directly and without delay. The Headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with
Oxfordshire's Local Authority Designated Officer; Alison Beasley, as per our main policy. 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 (contact details at the front of this document).

6.Safeguarding Training and induction

All DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

Guidance from the OSCB can be found here https://www.oscb.org.uk/learning-zone/training/

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 our 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 period 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 our Safeguarding and Child Protection Policy, and confirmation of local processes and DSL arrangements.

7.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 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.

Where our school is 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.

Our 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.

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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, our school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8.Online safety in schools and colleges

Our 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 the school setting, appropriate supervision will be in place.

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

Our 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 1:1 sessions – 2 adults minimum
- 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; 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 must only use platforms provided by our school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

 All staff are reminded of the following:

- Staff Code of Conduct
- Digital Technology and Acceptable Use Policy
- Social Media Guidance

10.Supporting children not in school

Our 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 and any record of contact made must be recorded.

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

Our school and our DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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.

Our 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 our school need to be aware of this in setting expectations of pupils' work where they are at home.

Our school will ensure that appropriate on-site support is in place for children of critical workers and vulnerable children.

11.Supporting children in school

Our school is committed to ensuring the safety and wellbeing of all pupils.

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 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 COVID-19.

Our school will ensure that appropriate on-site support is in place for children of critical workers and vulnerable children.

12.Peer on Peer Abuse

Our 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 of our 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.