



COVID-19 school closure arrangements for Safeguarding and Child Protection

Version control

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Context

From 20th March 2020 parents and carers were asked to keep their children 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.

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 addendum of the Burton Joyce Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Jenny Cook	07909 920352	head@burtonjoyce.notts.sch.uk
Deputy Designated Safeguarding Lead	Jane Harding	07398282395	jane.harding@burtonjoyce.notts.sch.uk
	Natalie Houghton	07947 690477	natalie.houghton@burtonjoyce.notts.sch.uk
	Cathryn Ahearne	07941 570965	senco@burtonjoyce.notts.sch.uk
Headteacher	Jenny Cook	As above	As above
Chair of Governors	Chris Keast	07941 835495	chris.keast@governor-equaltrust.org
Safeguarding Governor	Capn, Russell Gallagher	0115 9892250	russell.gallacher@governor-equaltrust.org
Trust CEO	Philip Palmer	07985 434 408	ceo@equaltrust.org

Vulnerable children

Vulnerable children include those who have a social worker and those children and children 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, 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 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 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.

Burton Joyce Primary 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 :Jenny Cook

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 Burton Joyce Primary will explore the reasons for this directly with the parent.

Although there is an expectation that vulnerable children who have a social worker will attend school, the parent, after discussion with the school and social worker, may decide not to bring their child to school. In this circumstance the school will set up a suitable communication plan to keep in contact with the parent/carer and the child. See the 'supporting children not in school' section on page 9 of this document.

Where parents are concerned about the risk of the child contracting COVID19 Burton Joyce Primary or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Burton Joyce Primary will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to- day attendance processes to follow up on non-attendance.

Burton Joyce Primary and social workers will agree with parents/carers whether children in need should be attending school – Burton Joyce Primary will then follow up on any pupil that they were expecting to attend, who does not.

Burton Joyce Primary will follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

The person who is on rota to cove the school office will monitor this attendance and follow up by 9.30am as per regular Safeguarding Procedures and inform the DSL of any unexplained absences

To support the above, Burton Joyce Primary will, when communicating with parents/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, Burton Joyce Primary will notify their social worker.

Designated Safeguarding Lead

Burton Joyce Primary school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Jenny Cook

The Deputy Designated Safeguarding Lead are: Jane Harding
Natalie Houghton
Cathryn Ahearne

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. If all the DSLs from our school are not available via any form of contact (due to illness, etc) then the DSL from another Trust school will be contacted (a full list of Trust schools DSL's is available in school for site leaders).

Where a trained DSL (or deputy) is not on site, in addition to the above, a nominated person will assume responsibility for co-ordinating safeguarding on site (the site leader).

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 the school.

It is important that all Burton Joyce Primary staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL 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.

In the unlikely event that a member of staff cannot access their CPOMS from school or home, they should email the Designated Safeguarding Lead and Head Teacher. This should be followed up with a phone call to 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 use the usual form to report the concern to the Head Teacher. If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally and followed up with an email to the Head Teacher.

Concerns around the Head Teacher should be directed to the Chair of Governors: Chris Keast and the Trust CEO, Philip Palmer by telephoning 07985 434 408.

The Trust HR Manager and central team will continue to offer support in the process of managing allegations.

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 and 5 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 Burton Joyce Primary, 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 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

For movement within the Trust, schools should seek assurance from the current Head Teacher that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be advised as to the receiving school's 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, Burton Joyce Primary will continue to follow the relevant safer recruitment processes for their school, 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 Burton Joyce Primary 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.

Burton Joyce Primary 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.

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

Online safety in Trust schools

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

Where pupils are using 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, 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 Equals Trust code of conduct.

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

Schools may consider the use of pre-recorded, virtual or live lessons. Before these are undertaken the Head Teacher should discuss the detailed arrangements with the Trust's SIL and HR Manager. Below are some things to consider when delivering these types of lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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 Equals Trust to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Burton Joyce Primary 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 made.

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

Burton Joyce Primary and its 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.

Burton Joyce Primary 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 Burton Joyce Primary need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Burton Joyce Primary is committed to ensuring the safety and wellbeing of all its students.

Burton Joyce Primary will continue to be a safe space for all children to attend and flourish. The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Burton Joyce Primary 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.

Burton Joyce Primary 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 Burton Joyce Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Trust.

Peer on Peer Abuse

Burton Joyce Primary 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 the Child Protection Policy.

The school will listen and work with the child, 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 Equals Trust

The EQT central team will provide support and guidance as appropriate to enable the DSL and Head Teachers to carry out their role effectively.

A list of contact details has been provided to each school and should be available to the member of staff in charge at each site each day.

Interim DfE Safeguarding Guidance: Actions required

Activity	Completed (Yes/No)
Ensure that someone is responsible for ensuring these actions are completed	Yes
Ensure governors are aware of the Government's interim safeguarding guidance	Yes
Ensure that someone (typically HT) is responsible for ensuring continuity in safeguarding leadership and the communication of this to all staff	Yes
Ensure a DSL is available, in-person, by phone or video link and staff are aware of who this is and how to contact them	Yes
Nominate a person to be the onsite safeguarding lead each day	Yes
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances	Yes
Ensure staff know the new arrangements for DSLs and reporting concerns (especially if no DSL from school is onsite or able to work from home)	Yes
Understand what changes there may be for contacting the LADO	Yes
Understand what changes there may be for contacting the MASH team or other 'front door' services	Yes
Understand what changes there may be for contacting social workers	Yes
Know which children have social workers and how to contact them	Yes
Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them	Yes
Know which children should be in school and follow up where they do not attend (responsibility of site leader each day)	Yes
Ensure that emergency numbers and alternatives are kept up to date	Yes
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers	Yes
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct	Yes
Ensure that any volunteers have been individually risk-assessed	Yes
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head	Yes
Ensure there is a record of which staff are onsite daily	Yes
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made	Yes
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer	Yes
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available	Yes

Ensure that if any online teaching is planned that this has been discussed with the trust's SIL and HR Manager.	Yes
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	Yes
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services. [See charity websites, for example, Children's Bereavement Centre]	Yes
If you are working in a hub arrangement have clarity over how any safeguarding concerns will be recorded and passed to the DSL of the child's school	Yes