



## COVID-19 school closure arrangements for Safeguarding and Child Protection

### Version control

<b>Scope: Applicable to all Trust Schools</b>	
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Author/Reviewer:	Tara Cook – HR Manager

## Context

From 20<sup>th</sup> 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. This national lockdown was followed by a series of local tiered restrictions. From September 2020 all children returned to school. From 5<sup>th</sup> January 2021 a further lockdown was announced and schools were closed to all but vulnerable children and the children of critical workers.

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 (and Brexit) response and cannot be safely cared for at home.

This addendum of the Burton Joyce Primary School 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	0115 9312373	head@burtonjoyce.notts.sch.uk
Deputy Designated Safeguarding Lead	<i>Natalie Houghton</i>	As above	<a href="mailto:natalie.houghton@burtonjoyce.notts.sch.uk">natalie.houghton@burtonjoyce.notts.sch.uk</a>
	<i>Jane Harding</i>		jane.hardingburtonjoyce.notts.sch.uk
Headteacher	Jenny Cook	As above	head@burtonjoyce.notts.sch.uk
Chair of Governors	Chris Keast	0115 943211	<a href="mailto:chris.keast@governor-equalstrust.org">chris.keast@governor-equalstrust.org</a>
Safeguarding Governor	Terry Hazard	0115 943211	<a href="mailto:terry.hazard@governor-equalstrust.org">terry.hazard@governor-equalstrust.org</a>
Designated senior leader with responsibility for the quality and delivery of remote education	Jenny Cook	0115 9312373	head@burtonjoyce.notts.sch.uk

## 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 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: 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 School will explore the reasons for this directly with the parent.

**Social workers should be notified about vulnerable children who need to self-isolate to agree the best way to maintain contact and offer support to the vulnerable child or young person.**

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

Burton Joyce Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed. **The DSL or other appropriate person will check that, where vulnerable children are learning remotely, that they are able to access remote education support, to support them to access it (as far as possible) and to regularly check if they are doing so. Each child's TEAMS account keeps a record of work that has been uploaded and if they have accessed a live call.**

## Attendance

As of 5<sup>th</sup> January 2021 only vulnerable children and the children of critical workers should attend school.

- The attendance code guidance should be followed

Vulnerable children nor the children of critical workers should attend school if it is contrary to guidance from Public Health England or the Department of Health and Social Care relating to the incidence or transmission of Covid-19. Where a vulnerable child with a social worker needs to self isolate then the social worker will be informed and a plan agreed about how to support the child

- If a pupil or someone in their household has symptoms, the household must self-isolate and the symptomatic person be tested
- Shielding advice for adults and children has been reintroduced under the lockdown from 5<sup>th</sup> January 2021. Those who are advised to shield will receive a letter stating that they are required to shield again which parents can share with the school.

Where a pupil is not attending school due to a Covid-19 related reason the school will communicate appropriately with parents/carers.

- If pupils are absent and awaiting a test result a homework grid is provided.
- If pupils are isolating, a specific two week grid will be sent that links with the work the children in school will be accessing.
- If there is a bubble closure or a lockdown, children that are learning remotely will be

able to access two daily live calls, assigned work each day from their usual school timetable.

Staff can communicate with children via TEAMS, email, phone call.

## Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: JennyCook

The Deputy Designated Safeguarding Leads are: Natalie Houghton and Jane Harding.

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.

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 the school or college.

It is important that all Burton Joyce Primary School 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, if necessary.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Head Teacher. 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 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: Mr 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

All existing school staff have had safeguarding training and have read part 1 and Annex A of Keeping Children Safe in Education (2020).

Where new staff are recruited, or new volunteers enter Burton Joyce Primary 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 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 School 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 (2020 )(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 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.

Burton Joyce 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.

Burton Joyce 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](mailto: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 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 Trust schools

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

Remote education will include 'recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently' live calls will take place daily. Staff will be able to track which children have accessed work and calls.

Below are some things to consider when delivering virtual 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 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 plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

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

### Supporting children in school

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

Burton Joyce Primary School 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 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.

Burton Joyce Primary School will ensure that children on site continue to receive appropriate support. This will be bespoke to each child and recorded on CPOMS.

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

### Peer on Peer Abuse

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.

### Mental Health

We recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. We will ensure that appropriate support is in place to support them.

Guidance is available here: [mental health and behaviour in schools](#)

Mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include, for example, being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Staff should be aware of the impact the current circumstances can have on the mental health of our pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.

The DfE has provided separate guidance on remote education practices during the coronavirus outbreak.

### 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.

Trust Central Team Contacts:

Phil Palmer (CEO)	ceo@equalstrust.org	07985 434 408
Tara Cook (Staffing/HR)	hrmanager@equalstrust.org	07961 280 810
Catherine (Administration General Issues)	Cox and governance@equalstrust.org	07843 349 746

Stuart Edmonds (Leadership issues)	silead@equalstrust.org	07471 844 864
Elizabeth Gregory (Administration)	elizabeth.gregory@equalstrust.org	

Emergency list of Designated Safeguarding Leads for Equals Trust Schools

School	Name of DSL	School Telephone No	Alternative Tel No
Abbey Road Primary School	Ly Toom Alison Lovett	0115 974 8055	07890047379 07568091153
Brookside Primary School	Gary Kenny Rachel Clark	01509 820001	07775 974856 07799 601812
Burton Joyce Primary School	Jane Harding Natalie Houghton Cathryn Ahearne Lorna Hunter	01159 312373	07398 282395 07947 690477 07941 570965 07977 817513
Cropwell Bishop Primary School	Suzy Bulmer Jane Harding	01159 892250	07591 559298 07398 282395
Crossdale Primary School	Peter Cresswell Sam Seedhouse Fru Westmorland	01159 748088	07776 188984 07801 548136 07773 260295
Flintham Primary School	Kim Bartlett Gail Otton (DDSL)	01636 525371	07583 092898 07862 733643
Heymann Primary and Nursery School	Lynda Noble Andy Sawford Tracey Cruikshank Amanda Nash Taryn Lowe Sarah Hewitt	01159 914 5035	079720292897 07974 679549 07806 759963 07944 633318 07713 434896 07960 332264
Keyworth Primary and Nursery School	Peter Cresswell Gemma King Helen Holmes	01159 748005	07776 188984 07899 846907 07733 260295
Richard Bonington Primary and Nursery School	Mark North Jonathan Shirt	0115 956 0995	07867 423826 07861 489295
Robert Miles Primary School	Rob Gilbey Carol Ward	01949 875011	07890 201561 07961 194221
Tollerton Primary School	Caroline Aldrich Luci Gordon	01159 372944	07833 254930 07954 602670
Willow Farm Primary School	Karina Fulton Tom Drew	0115 987 8501	07825 232883 07736 462953