

# Potters Gate CE Primary School and St Andrew's Infant School

## Policy for COVID-19 School Closure Arrangements for Safeguarding and Child Protection

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|------------------|--------------|
| Review Period:   | Daily        |
| Next Review Due: | 31.5.20      |
| Governor Lead    | Chair        |
| Staff Lead       | Head Teacher |

### Annex 1

#### Context

From 20<sup>th</sup> March 2020 parents 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 Potters Gate Primary School and ST. Andrew's Infant School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- *Key contacts / Designated Safeguarding Lead*
- *Vulnerable children*
- *Attendance monitoring*
- *Reporting a concern*
- *Safeguarding Training and induction*
- *Safer recruitment/volunteers and movement of staff*
- *Online safety in schools and colleges*
- *Children and online safety away from school and college*
- *Supporting children not in school*
- *Supporting children in school*
- *Peer on Peer Abuse*
- *Support from Potters Gate and St. Andrew's Academy Trust*

#### Designating Safeguard Leads

**All safeguarding leads remain in place and on duty throughout the closure.**

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

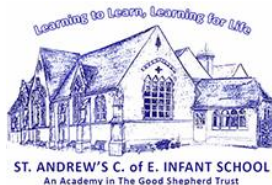
responsibility for co-ordinating safeguarding on site.

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 staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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.

The DSL team will continue to meet every week remotely and discuss cases and note actions.



## **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.

Those who have a social worker include children who have a Child Protection Plan or Child in Need 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 in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college 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 and young people with EHC plans can safely remain at home.

The school will consider a request from the parent of a child with an EHCP, if they feel they are struggling to cope to educate their child 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 deputies) 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. Potters Gate Primary and ST. Andrew's Infant 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 Alexis Carpenter.

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, or unless there has been an agreement with their social worker that they are safe to stay at home.

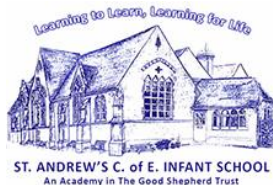
In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the Schools will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, The Schools or the social worker will talk through these anxieties with the parent/carers following the advice set out by Public Health England.

Potters Gate and St. Andrew's will encourage our vulnerable children and young people to be involved in their education, either in school or through remote learning if needed. As a school we will be in regular contact with vulnerable children if it has been agreed they are safe to stay at home.

## **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.

Potters Gate and St. Andrew's and social workers will agree with parents/carers whether children in need should be attending school – Potters Gate and St. Andrew's will then follow up on any pupil that they were expecting to attend, who does not. Potters Gate and St. Andrew's will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) who subsequently do not attend. This will be actioned through a phone call to the parent/ carer by a member of the leadership team and where applicable the social worker.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues to attend, Potters Gate and St. Andrew's will notify their social worker and keep in contact with the child. All students who have been identified as vulnerable have been allocated a Support Worker who will be contacting the student 3 times each week, and details will be logged onto CPoms under the category of Covid19 Welfare Call.

### **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 My Concern, which can be done remotely.

In the unlikely event that a member of staff cannot access their Cpoms from home, they should email the Designated Safeguarding Lead – [head@potters-gate.surrey.sch.uk](mailto:head@potters-gate.surrey.sch.uk). 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 -Jayne Venables. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done by email and followed up verbally. Concerns around the Headteacher should be directed to the GST, details in the safeguarding policy.

### **Safeguarding Training and induction**

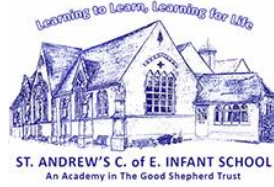
DSL training will take place remotely whilst there remains a threat of the COVID 19 virus.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019).

Where new staff are recruited, or new volunteers enter Potters Gate and St. Andrew's, 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of 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, Potters Gate and St. Andrew's 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 Potters Gate and St. Andrew's utilises 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.

Potters Gate and St. Andrew's 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.

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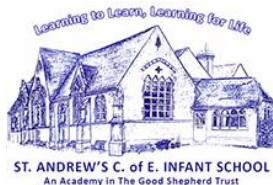
Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Potters Gate and St. Andrew's 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**

Potters Gate and St. Andrew's will continue to provide a safe environment, including online. This includes detailing how to stay safe 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 code of conduct.

Potters Gate and St. Andrew's will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff must only use platforms provided Potters Gate and St. Andrew's to communicate with students, for example School email.

*At this stage we are not going to produce any live webcams from school or teachers home environment.*

*Teachers may want to send short video clips of communication to children but guidelines of safeguarding need to be followed, and any videos made need to be saved on the Sharepoint in case of any allegations.*

*It is not permitted to join a parent set up Online live group such as Zoom.*

### **Supporting children not in school**

Potters Gate and St. Andrew's 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, there is a robust communication plan in place for that child or young person. Students' who are post looked after or have been identified as vulnerable, but at home during this time, will also be part of this communication plan.

Potters Gate and St. Andrew's and its DSL will work closely with all staff to maximise the effectiveness of any communication plan. If any staff has a concern about a student, the normal safeguarding procedures are to be followed and this should be logged on Cpoms.

This plan is to be reviewed regularly, once a week and where concerns arise, the DSL will consider any referrals as appropriate.

Potters Gate and St. Andrew's 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 Potters Gate and St. Andrew's need to be aware of this in setting expectations of students' work where they are at home.

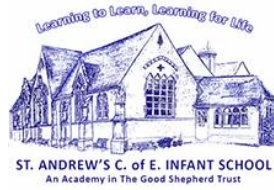
Potters Gate and St. Andrew's will ensure that where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them.

### **Supporting children in school**

Potters Gate and St. Andrew's is committed to ensuring the safety and wellbeing of all its students.

Potters Gate and St. Andrew's will continue to be a safe space for all children to attend and flourish. The Headteacher/ Deputy Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Potters Gate and St. Andrew's 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.

Potters Gate and St. Andrew's will ensure that where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them.

### **Peer on Peer Abuse**

Potters Gate and St. Andrew's 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 GST Central Safeguarding Team (Amanda Johnston) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

### **Acceptable Use**

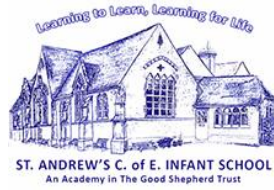
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*The following guidance will be discussed over the following weeks in case we decide that this is the route we will take. At this stage we do not have the provision to off this.*

### ***Live Webcams (including Zoom) in teaching and learning – safeguarding issues that will need to be considered***

- *No 1:1s, groups only (The biggest risk on remote learning with 1:1s is around grooming, so the risk assessment must mitigate against this risk.)*
- *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 where possible be against a neutral background.*
- *The live class should be recorded and backed up elsewhere, 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
- Schools should risk assess the use of live learning using webcams
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)