

COVID-19 school closure arrangements for Safeguarding and Child Protection at Allens Croft Primary School



School Name: Allens Croft Primary School

Addendum to: Safeguarding & Child Protection Policy September 2019

Date: 6th April 2020

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Ratified by Chair of Governors: Brian Rainbow

Date of Change: 1 st April 2020		
Addition	DfE guidance	https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
Addition	BCC guidance vulnerable children	https://www.birmingham.gov.uk/downloads/file/15896/safeguarding_guidance_during_school_closure
Addition	BCC guidance for collaborative/ hub schools	 HUB- Collaborative schools guidance.doc
Addition	DfE guidance	https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools

1. Context

From 20th 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 Allens Croft Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Paula Weaver Nicola Hadley (maternity leave)	0121 675 2611	enquiry@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk
Deputy Designated Safeguarding Lead	Rebecca Timms	0121 675 2611	enquiry@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk
Deputy Designated Safeguarding Lead	Katie Hardy	0121 675 2611	enquiry@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk
Deputy Designated Safeguarding Lead	Bethany Shannahan	0121 675 2611	enquiry@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk
Headteacher	Paula Weaver	0121 675 2611	enquiry@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk
Chair of Governors	Brian Rainbow	c/o 0121 675 2611	b.rainbow@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk
Safeguarding Governor	Peter Dixon	c/o 0121 675 2611	p.dixon@allcroft.bham.sch.uk closure@allcroft.bham.sch.uk

3. 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 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 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.

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.

Allens Croft 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 children in care and post children in care.

All DSL's named above will lead this together.

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 Allens Croft Primary School will explore the reasons for this directly with the parent.

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

Allens Croft Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. 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.

Allens Croft Primary School and social workers will agree with parents/carers whether children in need should be attending school – Allens Croft Primary School will then follow up on any pupil that they were expecting to attend, who does not. The school 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, Allens Croft Primary School 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. Parents/carers will sign a contract for our Emergency Onsite Provision.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Allens Croft Primary School will notify their social worker.

5. Designated Safeguarding Lead

Allens Croft Primary School has a Designated Safeguarding Lead (DSL) and four Deputy DSLs.

The Designated Safeguarding Lead is: Paula Weaver
(Nicola Hadley is on maternity leave)

The Deputy Designated Safeguarding Leads are: Rebecca Timms (Deputy Headteacher), Katie Hardy (Inclusion Manager), Bethany Shannahan (Pastoral Manager).

Allens Croft Primary School will endeavour to have a trained DSL (or deputy) available on site every day when children are in attendance at the school. If this is not possible 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.

It is important that all Allens Croft Primary School 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 contact them.

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

6. 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 home, they should email the Designated Safeguarding Lead and Headteacher 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 reporting procedures outlined in the Safeguarding and Child Protection Policy 2019/20.

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

7. Safeguarding Training and induction

Servcies for Education report that DSL training is planned to continue: webinars will be used to deliver training whilst there remains a threat of the COVID 19 virus.

If training does not continue 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 Allens Croft 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

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.

8. 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, Allens Croft Primary 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 Allens Croft Primary School are 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.

Allens Croft 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.

Allens Croft 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

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

9. Online safety in school

Allens Croft Primary 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 school, appropriate supervision will be in place.

10. 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 school's teacher code of conduct.

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

The following is a list of considerations that need to be taken into account when adults are setting and responding to online learning:

- Tasks completed by pupils will be responded to by a teacher or TA from school in a timely manner.
- If staff are creating videos to support learning they must wear suitable clothing and blur the background in the video.
- If carrying out a live class this must be recorded so that if any issues were to arise, the video can be reviewed.
- Teachers should be mindful of the levels of expectation of parent/carer involvement and knowledge in supporting their child in completing tasks
- Communication with pupils must be professional and appropriate
- Staff must only use platforms provided by school to communicate with pupils
- Teachers should monitor completion of tasks and keep records of those who do not complete tasks.
- Where pupils are not 'seen' on learning platforms for more than three consecutive days this must be reported on CPOMS in order for the Inclusion Team to address.

11. Supporting children not in school

Allens Croft 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, we will put a robust communication plan in place for that child with minimum weekly communication being made with the parents/carers. Allens Croft Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

Details of this plan will be recorded on CPOMS, as will records of contacts attempted and made. Each plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. Dynamic risk assessments will be carried out and adjustments made to communication plans as necessary. The school will share safeguarding messages on its website and social media pages.

Allens Croft 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 school are aware of this in setting expectations of pupils' work where they are at home. Allens Croft 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. This support will be personalised to each child.

12. Telephone Contact with Pupils and Parents/Carers

Telephone contact should be made every two weeks. The child should be spoken to where appropriate. **All contact or support with children and families should be recorded.** We would advise that staff use school phones but appreciate that this may not always be possible. If staff need to use their mobile phones then make sure they follow this procedure: *Please turn off "show my caller ID" in the phone setting of your smart phone so that your number is protected. Alternatively, you can put 141 in front of the pupil number, and this will withhold your home number if calling from a landline. Please check that this is active before calling parents by checking on another familiar number.*

For all concerns following a contact

Staff who are visiting and making phone calls must record the contact and report back to the Lead DSL, and named Social Worker if there are any concerns. **If a child is in immediate danger of significant harm a call should be made to CASS - 0121 303 1888. If you encounter a dangerous or unsafe situation please contact the police.**

13. Supporting children in school

Allens Croft Primary School is committed to ensuring the safety and wellbeing of all its students. The 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.

The 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.

Allens Croft 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 Allens Croft Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be reported to the Local Authority.

14. E-Safety / Peer on Peer Abuse

Allens Croft Primary School recognises that during the closure a revised process may be required for managing any report of such concerns and abuse.

Where the school receives a report in regards to concerns around e-safety: where appropriate concerns will be raised with parents/carers and advice and support offered. If necessary referrals to partner agencies will be made. All actions will be recorded on CPOMS.

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 young person, parents/carers and any multi- agency partner required to ensure the safety and security of that young person.

Where adults in school hold concerns in regards to e safety or peer on peer abuse, they will use the school's recording systems on CPOMS to alert the DSL and members of the Inclusion and SLT teams. Concerns and actions will be recorded on CPOMS and appropriate referrals made where necessary

- Please e-mail educationsafeguarding@birmingham.gov.uk with your query or to book a telephone conversation.