

COVID-19 school closure arrangements for Safeguarding and Child Protection at St Sidwell's CE Primary School and Nursery

- Policy owner: St Sidwell's CE Primary School and Nursery
- Date ratified by Governors:
- Date shared with staff:

Approved by: Vanessa Briggs **Date:** 08.04.2020

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Next review due by:

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1.0 Context

This appendix has been developed in response to and aligned to DfE guidance <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> published 27th March 2020.

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for vulnerable children and those 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** (see para 2), and
- children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of time and is likely to be reviewed at regular intervals particularly when new advice is released by the LA or DfE.

This appendix of the Safeguarding and Child Protection policy will also be reviewed should school play 'host' to a collapsed provision or direct pupils/staff to a 'cluster' school. The review will then consider any information about 'hub' working issued by the DfE, and consideration will be made for example on, the sharing of vulnerable pupil information, the reporting of concerns and updating of safeguarding files.

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff and volunteers who in turn must read, digest and seek support from their DSL team (Designated Safeguarding Lead) or school leaders if further clarification is required. All staff should continue to have access to the Child Protection policy, Code of Conduct and KCSiE 2019 where further details and information can be found.

Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 3.0 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

The schools' safeguarding team (DSL, Safeguarding Governor etc) and their contact details can be found in the main body of the Schools Safeguarding Policy. Changes to the DSL and DDSL during these exceptional circumstances can be found in section 3 of this appendix. Any changes will be shared with all staff and volunteers of the school.

2.0 Vulnerable children

Vulnerable children include those who have a social worker (including children in care) and those children and young people up to the age of 25 with education, health and care plans (EHCPs). A child may also be deemed to be vulnerable if they have been assessed (by the school, or other professional) 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 SENDCO, 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 and available, 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.

School leaders must also consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell, or showing the symptoms of Covid -19 (as defined by current government guidelines) they will expect the child to remain at home and the school will offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school.

If the school has information that parents are not following current government guidelines Leaders will use their professional discretion, working with any partner agencies and LA officers to agree appropriate action. This will firstly take into account the child's safety however where other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children, then appropriate action will be agreed by the school together with the social worker/LA.

St Sidwell's CE Primary School and Nursery 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. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be: Vanessa Briggs

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 school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, St Sidwell's CE Primary School and Nursery or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if not possible by other means.

Devon Safeguarding Team have requested a 'Vulnerable Children list' from each school. This holds all important information & contacts and a brief description of the need. They will use this to support all vulnerable children as needed.

(A copy of this is on t-drive: Emergency Covid-19: Coronavirus Vulnerable List) It is password protected.

Social Workers continue to have contact with children and will contact the school for information.

2.1 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. Key staff and social workers will agree with parents/carers whether children in need and those on CP should be attending school – we will then follow up ([Schools Safeguarding of Vulnerable Children During Covid 19](#)) on any pupil that we were expecting to attend, who does not.

St Sidwell's CE Primary School and Nursery 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.

School will complete a return online so the DfE can monitor who is in school and who isn't by midday everyday https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The LA has a duty to monitor vulnerable children's attendance and St Sidwell's CE Primary School and Nursery will be completing the necessary spreadsheets and returning to schoolsdailyreturns@devon.gov.uk daily.

2.2 How will this look in our school?

To support the above, St Sidwell's CE Primary School and Nursery 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.

A list of all Key Workers / Vulnerable children contacts is in EMERGENCY Covid-19 folder (t-drive) & copy is in Emergency Folder in HT office.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, St Sidwell's CE Primary School and Nursery will take the actions described in the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

2.3 Those vulnerable children not attending school

Those vulnerable children who are not attending school will be contacted on a regular basis so that school are satisfied that they are safe. School will follow the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#) along with that from other agencies working with the pupil and family. The DSL or Deputy DSL will review their RAG ratings for this group at least weekly taking into account any reported concerns from school contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the schools central vulnerable group spreadsheet and shared with the Headteacher if not DSL. **Any changes in the RAG rating will be sent to the LA on this link so the master records can be updated.**
schoolsdailyreturns@devon.gov.uk

3.0 Designated Safeguarding Lead (DSL)

St Sidwell's CE Primary School and Nursery has a Designated Safeguarding Lead (DSL) and a Deputy DSL. During this extra ordinary situation their contact details are as follows:

Role	Name	Contact Number 1	Contact Number 2	Email
Designated Safeguarding Lead	Vanessa Briggs Headteacher	0759 5592669	01392 255551	vbriggs@st-sidwells ce.devon.sch.uk
Deputy Designated Safeguarding Lead	Hayley Dymond Deputy Headteacher	07837259887	01392 255551	hayley@st-sidwells- ce.devon.sch.uk

Deputy Designated Safeguarding Lead	Charis Hughes SENDCo	07730 532619	01392 255551	charis@st-sidwells-ce.devon.sch.uk
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Other Important Contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) Governor	Jackie Willey	01392 255551 07719 328863
Designated member of senior leadership team if DSL (and deputy) can't be on site	Clare Rice Keith McLeod	07775 667919 07739 744110
Headteacher	Vanessa Briggs	0759 5592669
Chair of governors	Pete Grigorey	07974 624367
Local authority designated officer (LADO)	Devon	01392 384964

3.1 DSL cover in school

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed above.

If our DSL (or deputy) can't be in school, they can be contacted remotely by their mobile phones

DSL (or deputy) may be contacted by Newtown Primary School for advice / support, if their DSL is unavailable.

We will keep all school staff and volunteers informed through the 3-week rota and via email of this CP addendum to all staff – as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Clare Rice & Keith McLeod. You can contact them by: mobile : Important Contacts. The senior leaders will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

3.2 Informing staff

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, St Sidwell's CE Primary School and Nursery will inform all staff and volunteers of changes to the details above.

Therefore, 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 or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.

Any changes to the Safeguarding team details will also be shared with Babcock LDP and Devon County Council.

4.0 Reporting a concern

Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

CPOMs is still operational and DSL/DDSL pick these up daily. MASH is still operating if there is an urgent need and you cannot speak to DSL/DDSL

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should follow the escalation process as laid out in [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

4.1 Reporting a concern about an adult/the HT

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. 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 immediately.

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

Mr Pete Grigorey: 07974 624367

5.0 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 have or will miss their refresher training. All existing school staff who have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019), are similarly likely to not receive whole staff training during this time.

DSLs should therefore communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and CPOMs.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction.

6.0 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, St Sidwell's CE Primary School and Nursery 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 St Sidwell's CE Primary School and Nursery 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.

At present, St Sidwell's has suspended its use of volunteers in school.

St Sidwell's CE Primary School and Nursery 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. St Sidwell's CE Primary School and Nursery 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, St Sidwell's CE Primary School and Nursery will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Where staff are required to work in schools that are not their normal place of work, senior leaders 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

There is no requirement to list such individuals in the schools SCR, unless leaders choose to do so as long as such written confirmation is received. School will retain this evidence until such time as the current restrictions on schools are lifted and in line with our current data and information retention policies.

Upon arrival, they must have access to a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details.

7.0 Online safety in schools and colleges

St Sidwell's CE Primary School and Nursery 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.

7.1 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 or suffering abuse. Any such concerns should be dealt with as per the Child Protection Policy (and where appropriate the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)) . Referrals should still be made to MASH/social worker and as required, to the police.

St Sidwell's CE Primary School and Nursery will ensure any use of **online learning tools** and systems is in line with privacy and data protection/GDPR requirements.

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct/IT acceptable use policy

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

The school has a Remote Learning Expectations Document for KS2 Google classrooms. It also has a Remote Learning policy setting out expectations of behaviours for remote learning. (June 2020)

Virtual Lessons considerations;

Things to consider when/if delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only, unless as a result of risk assessments confirmed with the Headteacher. This may for example involve having the parent in the room.
- 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.

- 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 agreed by school leaders
- Staff should record the length, time, date and attendance of any sessions held.

7.2 Online safety at home

School will continue to support parents, sharing online safety information, websites and resources for them to utilise on the school website and in school communications and updates. E.g. links to CEOPs, ThinkUKnow.

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online.
- A tab on the school website will support parents and children with information and factsheets.

8.0 Supporting children not in school

St Sidwell's CE Primary School and Nursery is committed to ensuring the safety and wellbeing of all its children. 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, as should a record of any contact they have made. The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). The plans put in place will as a minimum reflect the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them monthly or earlier if required.

If we can't make contact, we contact children's social care or the police.

These plans are : Vulnerable Childrens List created & sent to DCC : Individual School Vulnerable children's list where DSL/DDSL updates once contact has been made with family. This is also put on CPOMS. (t-drive: EMERGENCY Covid-19 : Coronavirus Vulnerable List : Vulnerable Childrens List St Sidwells STAFF)

In these plans, pupils have been rated RED/AMBER/BLUE according to need.

Operation Encompass remains open and will contact school as needed.

St Sidwell's CE Primary School and Nursery and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at least weekly 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. St Sidwell's CE Primary School and Nursery 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 and carers

All staff at St Sidwell's CE Primary School and Nursery need to be aware of this in setting expectations of pupils' work where they are at home. St Sidwell's CE Primary School and Nursery 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 will be bespoke to each child and recorded through their learning. St Sidwell's CE Primary School and Nursery is committed to ensuring the safety and wellbeing of all its students. 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. St Sidwell's CE Primary School and Nursery will continually refer to the most recent 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. Where staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Headteacher/ Deputy Headteacher & senior leaders.

9.0 Mental Health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We will do this through the THIRVE practices which teachers are putting into weekly learning expectations. We will also have a Well-being weekly Web to support pupils / families Mental Health at this time.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

10.0 Peer on Peer Abuse

St Sidwell's CE Primary School and Nursery 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 young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded and appropriate referrals made.

11.0 SEN : BABCOCK Lead Practitioners Important contacts (if required)

Strategic Lead for SEND & Inclusion	Jeanette Savage	Jeanette.Savage@babcockinternational.com	07850215436
SEND Advisor	Amanda Burrows	Amanda.burrows@babcockinternational.com	07845 052488
SEMH (Social & Emotional Mental Health)	Anthony Boulton	anthony.boulton@babcockinternational.com	
Physical & Sensory Impairment Team	Lian Badcock	Lian.badcock@babcockinternational.com or LDP- Sensoryandphysical@babcockinternational.com	
Multisensory Impairment Team	Ian Marshalsea	ian.marshalsea@babcockinternational.com MSI@babcockinternational.com	07742404209,
Communication & Interaction Team	Paul Lamanna	Paul.Lamanna@babcockinternational.com	
Babcock School Liaison	Alice McShane	Alice.McShane@babcockinternational.com	



Operation Encompass and Covid-19

During these unsettling times the safeguarding and support of children through Operation Encompass remains a high priority for Devon and Cornwall Police.

What does this mean in practice in the current situation of closed schools?

- **Operation Encompass remains in place**
- The Central Safeguarding Team (CST) will endeavour to find out which school base a child is attending if this is different from the usual school they attend
- If a child is not attending school as they do not fall into any of the government identified groups, CST will still share information with the school as normal as this will assist a school in evaluating a child's vulnerability.

The police are working with education leads to understand lists of schools remaining open across the five Local Authorities and 'Hub' schools within the Devon and Cornwall Police Force area. With over 1,000 schools across the force this is a work in progress, and will serve to quicken the time staff spend making calls to schools which may be closed. In the meantime, CST still make those attempts to call the schools and share information.

CST are only phoning school landline numbers at this time. This means, as most schools are only answering the phone calls close to the start of the school day, that not all calls can currently be made prior to the start of the school day. The team will continue to make calls until they have passed information on about all children.

Where there has been a police attended domestic abuse incident but the child /ren is not attending school due to Covid-19 restrictions and the attending officers are concerned about the child/ren's vulnerability (but not at the level where Social Services should be informed), they will record this concern which will in turn be passed on to the school by CST so that consideration can be given as to whether a school place should be offered as part of the vulnerable groups allocation. This decision should be taken by the Headteacher in consultation with the DSL.

To further support teachers, Operation Encompass has set up

Operation Encompass Teachers' Helpline

The helpline will operate from 8.30 am - 10.00 am, Monday to Friday and will be staffed by a Child and Educational Psychologist or Clinical Psychologist from Psychology Associates.

This Helpline will open on WEDNESDAY 1ST APRIL 2020 AND RUN UNTIL THE END OF THE SUMMER TERM OR WHEN SCHOOLS RETURN TO NORMALITY, WHICHEVER IS THE LATEST

HELPLINE NUMBER 07562 250050

(standard mobile call rates apply)

THERE IS NO CHARGE FOR THE ADVICE OFFERED BY THE PSYCHOLOGIST.

Calls will be confidential and are provided to enable school teachers to seek advice and support following an Operation Encompass call. Children's names must not be shared.

All normal safeguarding protocols must still be followed by school staff.

Psychologist Associates are engaged in many local schools throughout Devon and Cornwall. They have also recently completed Home Office funded research about child interventions in school after receiving an Operation Encompass call. Further details about the Helpline are included at the end of this message

****Devon and Cornwall's Crime Commissioner Alison Hernandez has agreed to fund the helpline*****