

**Nanpean Community Primary School**  
*Nurturing Children's Passion to Succeed*



**Covid-19 School Closure Addendum to Safeguarding Policy**  
*Headteacher / DSL: Mr Nicholls*  
*Chair / Safeguarding Governor: Mrs Watts*

**Approved by Governors (Date): February 2021**  
**Next Review (Date): February 2022**

## **The Aims of this Policy**

From 23rd March and throughout the Summer Term of the 2019-20 school year, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of key workers critical to the COVID-19 response, who absolutely needed to attend. Schools and all childcare providers were therefore asked to provide essential childcare for a limited number of children; children who were vulnerable, and children whose parents were critical to the COVID-19 response and could not be safely cared for at home. This addendum to the Nanpean School Safeguarding and Child Protection Policy contains details of our Safeguarding arrangements during that period of school closure as we would adopt the same procedures in the implementation of another national or local 'lock down'.

*Throughout this document, the terms Designated Safeguarding Lead and Deputy Designated Safeguarding Lead are commonly used. They will be referred to as DSL and DDSL respectively.*

## **Key School Contacts**

All non Safeguarding related enquiries should be directed to 01726 822447 or 01726 821996, or via e-mail to [office@nanpean.cornwall.sch.uk](mailto:office@nanpean.cornwall.sch.uk) or [secretary@nanpean.cornwall.sch.uk](mailto:secretary@nanpean.cornwall.sch.uk).

Mr Nicholls is the Designated Safeguarding Lead. He should only be contacted directly in the event of a Safeguarding incident. Mr Nicholls can be contacted on 01726 822447 or 01726 821996, and via e-mail at [head@nanpean.cornwall.sch.uk](mailto:head@nanpean.cornwall.sch.uk).

## **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 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 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. Nanpean School staff 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: Mr Nicholls, Headteacher and DSL. There is an expectation that vulnerable children who have a Social Worker, Child Protection plan, Child in Need plan or who are 'In Care' can have access to school during any closure period. This does not necessarily mean full time. Clear and agreed arrangements should be made with the Social Worker and any other professionals involved to maintain existing networks of support for these children. Weekly communication with the Lead Professional should take place and mutually agree a provision for the week ahead. This provision should be based on a hierarchy of vulnerability, staff ratios, known staff in attendance and parent/carers ability to attend. Where parents are concerned about the risk of the child contracting Covid-19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

## **Attendance Monitoring**

Local Authorities and education settings do not need to complete their usual day-to-day attendance procedures and processes to follow up on non-attendance. Nanpean School, in conjunction with any social workers and other involved professionals, will agree with parents/carers whether children in need should be attending school during any lockdown. The Headteacher / DSL (Mr Nicholls), or one of the Deputy DSL's, will then follow up on any pupil that they were expecting to attend, who does not.

## **Responsibilities of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL's)**

The Designated Safeguarding Lead is named in the school's safeguarding and child protection policy.

The Deputy Designated Safeguarding Leads are named in the school's safeguarding and child protection policy.

The optimal scenario is to have a trained DSL (or DDSL) available on the school site at all times. Where this is not possible, a trained DSL (or DDSL) will be available to be contacted via phone or e-mail, for example, when working from home.

Where a trained DSL (or DDSL) 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 the Covid-19 safeguarding contact record keeping sheet, managing access to CPOMS and liaising with the offsite DSL (or DDSL) 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 school staff and volunteers have access to a trained DSL (or DDSL). On each day staff on site will be aware of who that person is. 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 and Child Protection Policy, which includes making a report via CPOMS (online reporting system). Staff should remember that they must report any concerns in the same way as they would if the school were open as normal. In the event that a member of staff cannot access the relevant reporting system from home, they should email the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead. 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 school, they should report the concern to the Headteacher, Mr Nicholls. Concerns around the Headteacher should be directed to the Chair of Governors or LADO.

## **Safeguarding Training**

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 DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) 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 (2020). 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 school, they will

continue to be provided with a safeguarding induction by the DSL or a DDSL. If staff are deployed from another education or children's workforce setting to Nanpean 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, staff from outside of Nanpean School will be given a copy of our Safeguarding and Child Protection Policy and confirmation of processes and procedures and relevant DSL / DDSL arrangements.

### **Safer Recruitment**

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, Nanpean School will continue to follow the relevant safer recruitment processes, 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. If Nanpean 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. We 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 in paragraph 163 of KCSIE. We 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 e-mailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) Whilst acknowledging the challenge of this national emergency, it is essential from a safeguarding and child protection perspective that Nanpean School is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Nanpean School will continue to keep our Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online Safety at Nanpean School**

Nanpean School will continue to provide a safe environment, including online. This includes the use of online filtering systems. Where pupils are using computers or IT equipment in school, appropriate supervision will be in place.

### **Children's Online Safety away from School**

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and 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: we will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider if virtual lessons are to be delivered, especially where webcams are involved:

- No 1:1s, group sessions 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 or agreed by the Headteacher / DSL to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held

The Department for Education is providing separate guidance on providing education remotely. It sets out 4 key areas that Leaders should consider as part of any remote learning strategy. This includes the use of technology. Published guidance from the UK Safer Internet Centre on safe remote learning and from the South West Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or relevant activities. Parents should be guided to resources available from <https://www.saferinternet.org.uk/> (a partnership of 3 leading organisations: Childnet International, Internet Watch Foundation and SWGfL, with one mission; to promote the safe and responsible use of technology for young people).

### **Mental Health and Wellbeing**

Staff must monitor their own mental wellbeing, as well as that of their family and any pupils at school. Many resources have been developed including information to support mental wellbeing during the coronavirus outbreak. Many resources are free to access and approved by the NHS, and offer simple steps to take care of our mental wellbeing whilst we are in lockdown at home. Schools should ensure appropriate mental health and wellbeing information is shared on Social Media Platforms and during discussions with families.

### **Supporting children not in School**

Nanpean School is committed to ensuring the health, safety and wellbeing of all pupils. Where the DSL has identified a vulnerable child they should ensure that a robust communication plan is in place for that child and contact is maintained and recorded on CPOMS. The communication plans are based around telephone contact, and are devised into a RAG (Red, Amber, Green) rated pastoral tiered system, with 'Red' children / families being considered most 'at risk', and contacted at least weekly. Amber children are considered to be a concern and are contacted every fortnight. Both of these groups (Red and Amber) will have regular contact with trained staff (DSL or one of the DDSL's). Green children / families will be contacted every month by Class Teachers. If there are any concerns, they will inform the DSL and DDSL's.

We will also continue to work closely with all stakeholders to maximise the effectiveness of any plans. These plans must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSLs will consider any referrals as appropriate. Nanpean School recognises that school is a protective factor for children and young people, and that the current circumstances can affect the mental health of pupils and their parents/carers. Teachers need to be aware of this in setting expectations of pupils' work when they are at home.

### **Supporting Children in School**

Nanpean School is committed to ensuring the health, safety and wellbeing of all pupils. We will ensure that where we care for children of critical workers and vulnerable children on the school site, appropriate support is in place and available to them. This will be bespoke support relevant to each child / family and recorded appropriately. We will continue to be a safe place for all children to attend and flourish. We 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 Covid-19.

### **Peer on Peer Abuse**

Nanpean School recognises that during closure a revised process may be required for managing any reports 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 our Safeguarding and Child Protection Policy. The school will listen and work with the child, parents/carers and any multiagency partners required to ensure the safety and security of that child. Concerns and actions must be recorded and appropriate referrals made.

### **Monitoring Arrangements**

Senior Leaders will continue to monitor and amend processes, if required. Governors will also monitor procedures and processes in place for Safeguarding and Child Protection.

This policy will be reviewed every year by the Headteacher and Safeguarding Governor. At every review, the policy will be shared with all Staff and the Full Governing Board.