



Temporary Policy Addendum

COVID-19 school closure arrangements for Safeguarding and Child Protection at **WEST KIRBY PRIMARY SCHOOL**

This Policy addendum is effective from **8th February 2021**

School Name: **West Kirby Primary School**
Date: **February 2021**

West Kirby Primary School recognises that during the COVID-19 period and given the potential for further school closures or partial closures, this appendix and the school's safeguarding arrangements will be kept under review.



This addendum provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

[Keeping Children Safe in Education](#) is statutory safeguarding guidance we will continue to have regard to as per our legislative duty.

The government has provided additional guidance to support Governing Bodies, Proprietors, Senior Leadership Teams and Designated Safeguarding Leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance for the COVID-19 period can be found here: <https://www.gov.uk/coronavirus/education-and-childcare>.

Key contacts for West Kirby Primary School
Remain as per the School Safeguarding Policy.

Content Table

1. Context.....	2
2. Provision for Children of Key Workers and those defined by the Government as Vulnerable. 3	3
3. Critical workers.....	4
4. Attendance Monitoring.....	4
5. Designated Safeguarding Lead.....	5
6. Reporting a concern.....	5
7. Safeguarding Training and Induction	6
8. Safer Recruitment/Volunteers and Movement of Staff	7
9. Volunteers	8
10. Online safety in school	8
11. Children and online safety away from school.....	9
12. Supporting children not in school	10
13. Supporting children in school	11
14. Peer on Peer Abuse	11
15. Mental Health.....	11
16. Support from the Local Authority	12

1. Context

On 5th January 2020 schools were instructed to move to remote learning for all pupils other than those children of key workers and vulnerable children. Government guidance to support schools to plan and risk assess can be found here: <https://www.gov.uk/coronavirus/education-andchildcare>.

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.

All staff and volunteers should be aware of the heightened risk to all children and specifically those who are no longer attending school on a daily basis, and should ensure they are familiar with the indicators of abuse set out within the school's main Child Protection Policy, including but not limited to, the key areas of:

- Domestic abuse
- Neglect
- Sexual abuse
- Criminal and sexual exploitation
- Radicalisation

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners [Local Authority, Merseyside Police, Wirral Clinical Commissioning Group] and local authority (Wirral LA).

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

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 6 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

This addendum of the West Kirby Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Our school's risk assessment will be updated and reviewed on an ongoing basis.

2. Provision for Children of Key Workers and those defined by the Government as Vulnerable.

The school's plans and risk assessments will consider how provision is made for children of key workers and those defined by the government as vulnerable.

For the government definition of vulnerable children, please click the following link: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educationalprovision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educationalprovision>.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have identified any child that they consider to be vulnerable and have developed strategies to monitor their safety, wellbeing and welfare during this time should they not utilise their place in school. Schools have flexibility and are able to offer a place to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children's services, those unable to access remote learning and those at risk of experiencing mental health difficulties.

West Kirby 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: Emma Bailey (supported by Tracey McCann & Cath Smith)

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 increased risk, or an individual risk assessment that can be met. 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 West Kirby Primary School will explore the reasons for this directly with the parent.

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

West Kirby Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed. We will continue to work with and support children's services and other agencies to help protect vulnerable children. This is especially important during the COVID-19 period.

3. Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

4. Attendance Monitoring

All staff should remain vigilant to poor or erratic attendance being an indicator of safeguarding concerns particularly neglect or child exploitation.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in tier 4 areas and as part of the third national lockdown, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

West Kirby Primary School and social workers will agree with parents/carers whether children in need should be attending school – West Kirby Primary School will then follow up on any pupil that they were expecting to attend, who does not.

West Kirby Primary 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. Phone calls will be made to the parents/carers in these circumstances. We will continue to monitor all vulnerable children by contacting them regularly and making home visits as required, if the family do not take up the offer of a vulnerable child place or the child stops attending. The procedures for contacting these children will be coordinated by Emma Bailey, our Designated Safeguarding Lead.

To support the above, West Kirby 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, West Kirby Primary School will notify their social worker. We will work with their social worker in order to overcome any barriers and ensure the child remains safe and well. 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 increased risk.

5. Designated Safeguarding Lead

West Kirby Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: currently covered by Emma Bailey

The Deputy Designated Safeguarding Lead is: currently covered by Tracey McCann

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. All safeguarding concerns should be reported **without delay** to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead.

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.

West Kirby Primary School staff and volunteers will have access to a trained DSL (or deputy). If no senior school staff are available, this support will be provided by Kate Frost (Consultant Head teacher for Wirral Primary Schools) by telephone &/or email (07748- 181986 or katefrost@wirral.gov.uk)

It is essential that all staff and volunteers have access to a trained DSL or deputy and are made aware of the arrangements on a daily basis regarding who that named 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.

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. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern on CPOMS and alert the Trust Safeguarding Manager using the contacts outlined in the school safeguarding

policy. If a response is not received, you must continue to exhaust all contacts in the key contact section of the school child protection policy.

If a child is in immediate/imminent danger then staff should ring the police.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and **without delay**.

Where staff have concerns regarding the conduct of any adult working on site (**staff member, volunteer, supply staff, other third-party staff**) should continue to be dealt with in line with the school's managing allegations policy and local safeguarding children partnership procedures. They should use a yellow form to 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 over the phone and followed up with an email to the head teacher to confirm the discussion. The Trust Safeguarding Manager must be included in this email.

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

The LADO -Anne King (anneking1@wirral.gov.uk) will continue to offer support in the process of managing allegations.

When the school building is closed to all children, staff should follow the procedures set out in the main Child Protection Policy for contacting and reporting concerns to the DSL and/or deputy. A member of the Safeguarding Team will always be available, via email, text or telephone, in this instance. Staff can also use the school's CPOMS reporting system to make key members of the safeguarding team aware of any concerns they may have.

7. Safeguarding Training and Induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020), including Annex A. 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 West Kirby 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 consider 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 any staff recruited via a supply agency, schools should seek assurance from the agency that the 3 criteria above are met, and the member of staff has received appropriate safeguarding training.

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. Schools should continue to follow the relevant Safer Recruitment Processes for their setting, set out in part 3 of Keeping Children Safe in Education.

When recruiting new staff, West Kirby Primary School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE (2021).

The government introduced temporary changes to support the ID checking during lockdown: <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>.

It is assumed these temporary changes may be reintroduced. In all cases all the DfE pre-employment checks set out in Keeping Children Safe in Education will need to have been completed including ensuring all original documents have been physically seen prior to the individual commencing work.

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

Where West Kirby 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.

West Kirby 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.

West Kirby 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'.

Whilst acknowledging the challenge of the pandemic, 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, West Kirby Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Volunteers

West Kirby Primary School may use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members, should this be required. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in West Kirby Primary School, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

10. Online safety in school

West Kirby 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.

To support schools in delivering online remote learning, the DfE have produced safeguarding guidance for remote education, available here: <https://www.gov.uk/guidance/safeguarding-andremote-education-during-coronavirus-covid-19>.

The [UK Council for Internet Safety](#) provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online. The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face.

In the consideration of online safety the DfE have revised Annex C of Keeping Children safe in

Education which now provides guidance in respect of education at home: where children are being asked to learn online at home the department has provided advice to support schools and colleges do so safely: '[Safeguarding in schools colleges and other providers](#)' and '[Safeguarding and remote education](#)'.

The school will also take account of the following guidance:

[Teaching Online Safety in Schools](#)

<https://coronavirus.lgfl.net/safeguarding>

<https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parentsposh-rhc>

<https://swgfl.org.uk/resources/safe-remote-learning/>

[SWGfL guidance for schools re-opening](#)

[Safeguarding and remote education advice for teachers during coronavirus](#)

[London Grid for Learning](#)

[NSPCC- Netware guidance around Zoom and other Apps](#)

[Advice for teachers and leaders on remote education during Covid-19](#)

[Get help with technology for remote education during coronavirus](#)

[SWGfL – Safeguarding and privacy online](#)

[NSPCC: Online safety during the coronavirus](#)

[NSPCC: Undertaking remote teaching safely](#)

11. 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.

Where children are not physically attending school, we will consider the safety of our children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [guidance for safer working practice for those Working with children and young people in education settings published by the Safer Recruitment Consortium](#) alongside with the [COVID addendum](#) to this guidance should be adhered to by all staff.

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

Our school has a comprehensive [Online Safety webpage](#), promoting the importance of staying safe online. This page contains a whole host of resources, guides and leaflets to help parents/carers support their child/children with online activities and/or issues.

Below are some things to consider **IF** there are virtual lessons, especially where webcams are involved:

- No 1:1 meeting should take place without a parent / carer present
- An parent / carer needs to be either present or within earshot during group teams meetings

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, with neutral backgrounds.
- SLT staff will be invited to all meetings in order for them to monitor any potential safeguarding issues. Staff supervising bubbles in school will also attend the meetings.
- Language must be professional and appropriate, including any family members in the background. Pupil's microphones must remain muted during the live session unless the teacher requires pupils to unmute to engage verbally in a particular aspect of the lesson.
- The chat function should only be used when requested by the teacher and should only be used to respond to questions asked.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- The length, time, date and attendance of any sessions held will be recorded automatically on TEAMS. Staff should keep a register of attendance for the first meeting of each day and send it to the school office.

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

12. Supporting children not in school

West Kirby 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.

West Kirby 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 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.

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

13. Supporting children in school

West Kirby Primary School is committed to ensuring the safety and wellbeing of all its students.

West Kirby Primary 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. If this is not possible, then school may need to close temporarily with all pupils being offered remote learning and support at home.

West Kirby 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.

West Kirby 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 will be bespoke to each child and recorded on CPOMS.

Where West Kirby Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Governors and Local Authority.

14. Peer on Peer Abuse

West Kirby Primary School 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 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.

15. Mental Health

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. West Kirby Primary School will ensure there is appropriate support available for the whole school community at this time.

We have developed a page specifically designated to supporting the mental health and well-being of our entire school community. This can be accessed by clicking the following link:

https://westkirby-primary.eschools.co.uk/website/well-being_at_west_kirby/483351

A range of external agency support documents has also been published and signposted.

Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

All staff should be able to recognise behaviours in children that might suggest they are experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken following the school's child protection policy.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-youngpeoples-mental-health-and-wellbeing?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>.

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home.

16. Support from the Local Authority

The Wirral Integrated Front Door Team and Early Help Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.