

## COVID19-Safeguarding addendum- Return to school

### Context

From 1<sup>st</sup> June 2020 primary school were asked to return to school for Year 6, Year 1 and reception groups. With other year groups returning at least a month before the end of the academic school year.

On return, children will be taught in smaller groups no bigger than 15 children per group with a key adult/s. These groups will not mix with other children or adults and will be in 'Social bubbles'. Start and end of ends will be staggered to allow for social distancing rules to be adhered to, lunch and breaktimes will also be staggered.

School will continue 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 to Woodford Green Primary Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated Safeguarding Lead (DSL)
5. Reporting a concern
6. Safeguarding training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Supporting children in school
12. Peer on peer abuse
13. Support from the Local Authority for Maintained Schools
14. Support from the Multi Academy Trust
15. Support from the Safeguarding in Education Team

### Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead (DSL) and HT	PJ Prince	02085041629	<a href="mailto:pprince4.320@lgflmail.org">pprince4.320@lgflmail.org</a>
Deputy DSL	J Robin	02085041629	<a href="mailto:joanna.robin@woodfordgreen.waltham.sch.uk">joanna.robin@woodfordgreen.waltham.sch.uk</a>

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Trust Safeguarding	Maureen Okoye	02085392466	<b>Maureen.okoye@davieslane.waltham.sch.uk</b>
Chair of Governors and Safeguarding Governor	Susie Bryan		<b>susie.bryan@gmail.com</b>

### 2. 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 that are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting their 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 deputy) 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.

Woodford Green Primary will continue to work with and support children's social workers to help protect the vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for care experienced children and young people. The lead person for this will be: PJ Prince

On return to school 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. 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 Woodford Green Primary will explore the reasons for this directly with the parent.

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Where parents/carers are concerned about the risk of the children contracting COVID-19, Woodford Green Primary or the social worker will talk through these anxieties with the parents/carers following the advice set out by Public Health England.

Woodford Green Primary will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **3. Attendance monitoring**

The DfE have stated that any parent not wishing to send their child to school will not be penalised. The school will continue to carry out checks on children they have concerns with, especially if the child had returned to school and does not turn up.

Woodford Green Primary will have in attendance some children (e.g. because they are vulnerable or their parent(s)/Carer(s) are critical workers) and will submit the daily attendance sheet to the DfE and the Local Authority by 12 noon.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendancerecording-for-educational-settings>

Woodford Green Primary and social workers will agree with parents/carers whether children in need should be attending school – Davies Lane will then follow up on any pupil that they were expecting to attend, who does not. Woodford Green Primary 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, Woodford Green Primary will, when communicating with parents/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, Woodford Green Primary will notify their social worker.

### **4. Designated Safeguarding Lead**

Woodford Green Primary has a Designated Safeguarding Lead (DSL) and one deputy DSLs. The Designated Safeguarding lead is: PJ Prince

The Deputy Designated Safeguarding Leads is: Jo Robin

The optimal scenario is to have a trained DSL (or deputy) available on site, there will always be a DSL 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. A trained DSL will always be contactable.

Where a trained DSL (or deputy) is not on site, in addition to the above, a phase leader will assume responsibility for co-ordinating safeguarding on site.

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This might include updating and managing access to child protection online management systems, safeguarding reporting systems and liaising with the off-site DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or carry out statutory assessments. It is important that all Woodford Green staff and volunteers have access to a trained DSL or deputy DSL.

The DSL (or deputy) will continue to engage with social workers, and attend all multiagency meetings, which can be done remotely.

### **5. 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 the school's safeguarding reporting system. This can also be done remotely.

In the unlikely event that a member of staff cannot access the schools safeguarding reporting system remotely, they should phone or email the Designated Safeguarding Lead, and/or 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 are concerned about an adult working or volunteering with children in the school, they should follow the school reporting process and inform the Headteacher as soon as possible. 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. Concerns around the Headteacher should be directed to the Chair of Governors, Susie Bryan. If staff are concerned that they cannot report this, they should utilise the whistleblowing process and contact [lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)

### **6. Safeguarding Training and Induction.**

Designated Safeguarding Lead 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 miss the 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 that they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Woodford Green Primary, they will continue to be provided with a safeguarding induction.

If staff are deployed to another education or children's workforce setting or are deployed 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: -

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- 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 movement between schools or indeed between employers, schools should seek assurance from the originating school that the member of staff has received the appropriate safeguarding training.

Upon arrival, they will be given a copy of the host setting's child protection policy, confirmation of the local processes and confirmation of the DSL arrangements.

### **7. 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 Woodford Green 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.

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 Woodford Green Primary is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167-172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Woodford Green Primary will continue to follow the legal duty to refer to the Local Authority Designated Officer ([lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)) and 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.

Woodford Green Primary 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the 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, Woodford Green Primary will continue to keep the single central record (SCR) up to date as outline in paragraphs 148 to 156 in KCSIE.

## **8. Online safety in schools and colleges**

Woodford Green Primary will continue to provide a safe environment, this includes online. This will include the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

### **Children and online safety away from school and college**

It is important that all staff who interact with children, including online, continue to look out for signs 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 principals as set out in Woodford Green Primary's code of conduct.

Woodford Green Primary will ensure any use of online learning tools and systems is in line with the privacy and data protection/GDPR requirements.

Below are some things we will consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1's, groups 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 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 specified by their senior managers and approved by or IT network manager/provider to communicate with pupils.

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

**9. The following are safe-guarding procedures for the re-opening of schools:**

- No child or adult who is unwell and displaying symptoms will be permitted to attend, they MUST self-isolate until they are tested and cleared to return.
- Children who are shielding or living with those shielding should continue to shield and not attend.
- Regular hand washing and hygiene will become part of the timetable throughout the day.
- Enhanced cleaning will happen across the school both during the school day and after the children have finished for the day.
- Any child or adult that falls ill during the school day would be placed into isolation until collected and would not return until tested and cleared to return.
- If a child or adult tests positive for Covid-19, all children and adults in the group they are placed in must self-isolate and tested before being cleared to return. The areas used by these individuals will be deep cleaned immediately.
- The groups that children are placed in will not interact with other groups to minimise the chance of infection. This will require the same room to be used each day, lunchtimes to be staggered and children to play in different zones of the playground to avoid interactions between groups
- Nursery children will only work in a zone of the nursery with their key worker and won't interact with other groups
- Reception, Year 1 and Year 6 children will have an individual workstation separated from other workstations. All books, equipment and stationery will be personal to the child staying at the workstation and equipment will not be shared
- School meals may be packed lunches which will be delivered to rooms for children to eat at their workstations
- Parents and visitors will not be permitted into the school buildings unless absolutely necessary. Families are encouraged not to use public transport to travel to school
- Only one parent/carer should travel with children to and from school
- Outdoor play equipment will not be in use
- Markings will be placed across the school
- Corridors and stairs may become one way to support social distancing
- No assemblies or large gathering will take place
- The support for vulnerable and keyworker families will continue

**10. Supporting children not in school**

Woodford Green Primary is committed to ensuring the safety and well-being of all children and young people. We recognise that some parents may wish to keep their children at

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home and as such the school will continue to provide access to home learning tasks through the online platform.

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 the safeguarding recording system as should a record of the contact made.

The communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded.

Woodford Green Primary and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website, via parent mail and its social media pages.

Woodford Green Primary 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 Woodford Green Primary need to be aware of this in setting expectations of pupils' work where they are at home.

### **11. Supporting children in school**

Woodford Green Primary is committed to ensuring the safety and wellbeing of all its students. We recognise that children and families may be emotionally impacted by this national crisis and will continue to offer pastoral support to children on site and to those staying at home. Where deemed necessary counselling support will be offered.

Woodford Green Primary 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.

Woodford Green Primary 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 others measures to limit the risk of the spread of COVID-19.

Woodford Green Primary will ensure that where we care for all children including the children of critical workers and vulnerable children on site, we ensure that appropriate support is in place for them. This will be bespoke to each child and recorded on our safeguarding recording system.

Where Woodford Green Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Local Authority leads or the Trust.

## **12. Peer on peer abuse**

Woodford Green Primary 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 principals as set out in Part 5 of KCSIE and those outlined in our safeguarding and child protection policy.

We 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 will be recorded on our safeguarding recording system and appropriate referrals will be made.

### **Support from the Local Authority for maintained schools**

The Local Authority education team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes supporting them to access child protection files for the purpose of quality assurance, support, guidance and direction.

Maintained schools can access regular group and individual supervision sessions from the safeguarding in education team. This may take the form of an online meeting.

### **Support from the Multi-Academy Trust**

The Multi Academy Trust (MAT) safeguarding team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing child protection files for the purpose of quality assurance, support, guidance and direction.

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

### **Support from the Safeguarding in Education Service**

The Safeguarding in Education Service will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes providing support, guidance and direction.

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The Safeguarding in Education Service can provide group and individual supervision sessions. This may take the form of an online meeting.

### **Useful Contact Numbers**

MASH: 020 8496 2310

LADO: lado@walthamforest.gov.uk 020 8496 3646  
Caroline: 07770 052 421

Gill: 07791 559 789

### Safeguarding in Education:

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