



# Oakham Church of England Primary School

## The Parks School

**Passion, Fellowship, Pride, Humility, Perseverance,  
Hope, Purpose & Thankfulness**

### **Partial School Closure Arrangements COVID-19 : Safeguarding and Child Protection Policy Addendum**

<b>Date</b>	<b>April 2020</b>
<b>Approved by Headteacher</b>	<b>Steve Cox</b>
<b>Approved by Chair of Governors</b>	<b>Stewart Needham</b>
<b>Review Date</b>	<b>End of September 2020</b>

## 1. Key Contacts

Key Contact list for Safeguarding in Oakham CofE Primary School and the Parks School.

	Name	Other Role	Telephone contact	email
Designated Safeguarding Lead	Mrs Anna Barr	Assistant Headteacher	01572 722 404	<a href="mailto:abarr@oakham-primary.rutland.sch.uk">abarr@oakham-primary.rutland.sch.uk</a>
Deputy Safeguarding Lead	Mrs Emma Sayer	Teacher	01572 722 404	<a href="mailto:ejackson@oakham-primary.rutland.sch.uk">ejackson@oakham-primary.rutland.sch.uk</a>
Deputy Safeguarding Lead	Mr Stephen Cox	Executive Headteacher	01572 722 404	<a href="mailto:scox@oakham-primary.rutland.sch.uk">scox@oakham-primary.rutland.sch.uk</a>
Deputy Safeguarding Lead	Miss Kay Smith	SENDCo	01572 722 404	<a href="mailto:ksmith@oakham-primary.rutland.sch.uk">ksmith@oakham-primary.rutland.sch.uk</a>
Safeguarding Governor	Mrs Diane Wensley	Governor	01572 722 404	<a href="mailto:dwensley@oakham-primary.rutland.sch.uk">dwensley@oakham-primary.rutland.sch.uk</a>
Chair of Governors	Stewart Needham	Chair of Governors	01572 722 404	<a href="mailto:chair@oakham-primary.rutland.sch.uk">chair@oakham-primary.rutland.sch.uk</a>

### Context

#### **Why is this policy required:**

As an addendum to the Safeguarding and Child Protection Policy 2019-20 in light of the global pandemic and National response to the Cov-id 19. 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.

#### **What changes have been made:**

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children: children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

#### **Vulnerable children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority, and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can and should 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.

Our 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 LA lead person for this is: Lee Martin - LMartin@rutland.gov.uk

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 our school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, our school, or the social worker, will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Our school will encourage our vulnerable children and young people to attend a school, including remotely, if needed. We reserve our right to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this if appropriate.

### **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.

If our school has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers), we will submit the daily attendance sheet to the DfE and Local Authority by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educationalsettings>.

Our school and social workers will agree with parents/carers whether children in need should be attending school – our school will then follow up on any child that they were expecting to attend, who does not. Our school will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, our 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, our school will notify their social worker.

### **Designated Safeguarding Lead and Deputy Designated Safeguarding Leads**

Our school has a Designated Safeguarding Lead (DSL) and three Deputy DSLs.

The Designated Safeguarding Lead is: Anna Barr

The Deputy Designated Safeguardings Lead are: Steve Cox, Kay Smith and Emma Sayer.

The optimal scenario is to have a trained DSL (or deputy) available on site. This will be facilitated on most school days. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone and/or e-mail when working from home.

Where a trained DSL (or deputy) is not on site, a named person from SLT will assume responsibility for contacting and liaising with the school offsite DSL, 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 school. It is important that all school staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. The DSL (and deputies) will also have at least weekly contact via telephone with our most vulnerable families.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. Staff are reminded of the need to report any concern immediately and without delay. If in the most unlikely circumstance that a DSL cannot be contacted the staff member should contact social care duty line themselves for advice.

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

### **Safeguarding Training and Induction**

Face-to-face 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 miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL communicates a regular termly safeguarding newsletter and will provide any other safeguarding updates as and when they are required via e-mail..

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

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding

children, during the COVID-19 pandemic, and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of our school's Child Protection and Safeguarding Policy, confirmation of local processes and confirmation of DSL arrangements.

### **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, our school 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 our 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.

Our 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. Our school will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the COVID-19 period, all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto: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, our school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

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

Our school will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers or other electronic devices in school, appropriate supervision will be in place. Parents and children will be reminded of important online safety messages both in school and for during periods of home learning.

### **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. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and, as required, the police.

Online teaching should follow the same principles as set out in the our code of conduct. Our school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Although we are not currently delivering virtual lessons, if we did utilise this learning platform, below are some things to consider if or when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, 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 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 specified by senior managers and approved by the Headteacher to communicate with children
- Staff should record, the length, time, date and attendance of any sessions held.

### **Supporting children not in school**

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

Our school and its DSLs 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 and via ParentMail. Our school recognises that school is a protective factor for children and young people and the current circumstances can affect the mental health of children and their parents/carers.

### **Supporting children in school**

Our school is committed to ensuring the safety and wellbeing of all its children and staff.

Our 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. Our 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 COVID-19.

Our 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 in school. Where our 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 local authority

### **Supporting Children's Mental Health**

We recognise that this will be an anxious time for some children at home or in school and their mental wellbeing could be adversely affected. We will signpost parents, children and staff to other resources to support good mental health at this time.

When setting expectations for children' 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.

### **Peer on Peer Abuse**

Our 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 our Child Protection and Safeguarding 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 and appropriate referrals

### **What is the intended impact of this policy:**

Ensures that the school follow latest guidance and compliance with regulations to Safeguard all of our children in reponse to the Cov-id 19 pandemic.

Date: April 2020

Review: End of September 2020.

“In loving Christian **Fellowship** we equip everyone to have a **Passion** for life and learning. To have **Pride** in our local community and be **Thankful** for all the parts which make us whole. Building **Hope** and resilience to **Persevere** and develop a sense of **Humility** and **Purpose** in our lives.” Our Vision is at the forefront of our thinking and decision making when writing, reviewing and updating all school procedures and policies.

