



COVID-19 school closure arrangements for
Safeguarding and Child Protection
at
Hindhayes Infants School

Policy written by: Kate Nester

Policy effective from: 20/3/20

Policy shared with staff on:

Policy shared with Governors on:

CONTEXT:

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 Hindhayes Infants Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas.

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2. Vulnerable children
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11. Supporting children not in school
12. Supporting children in school.
13. Peer on Peer Abuse
14. Support from the Local Authority

KEY CONTACTS:

Role	Name	Contact Number	Email Address
Designated Safeguarding Lead & Head Teacher/SENCO	Kate Nester	07446 062801	knester@educ.somerset.gov.uk
First Deputy Designated Safeguarding Lead	Lucy Shakesby	07513 312646	lshakesby@educ.somerset.gov.uk
Second Deputy Designated Safeguarding Lead	Kay Davey	07887 549684	kdavey@educ.somerset.gov.uk
Co-Chair of Governors	Janet Day & Danielle Hart		JDay1@educ.somerset.gov.uk Dhart3@educ.somerset.gov.uk
Safeguarding Governor	Janet Day		JDay1@educ.somerset.gov.uk

Additional Contacts:

School Office Email: office@hindhayes.somerset.gov.uk / 01458 442978

Business Manager: msales@educ.somerset.gov.uk / 07841 628882

VULNERABLE CHILDREN

Vulnerable children include are identified by the DFE as

- those who have a social worker
- 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. Those with an EHCP will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue 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 EHCPs can safely remain at home
- 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

Vulnerable children are not those who have met the eligibility for free school meals. Pupils in receipt of free school meals will be provided during the period of school closure, whilst it remains possible to do so, with access to a free school meal. This does not include all infant aged children who are entitled to a free school meal under the National Free School meal provision for all pupils aged up to and including seven years of age.

Senior leaders, especially the Designated Safeguarding Lead and the Deputy DSL must know who the most vulnerable children are. They will have the flexibility to offer a place to those on the edge of receiving children's social care support should they feel that this will be of benefit to the whole family.

Hindhayes Infants 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: **Kate Nester**.

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 Hindhayes Infants will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Hindhayes Infants or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Hindhayes Infants will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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. Hindhayes Infants and social workers will agree with parents/carers whether children in need should be attending school.

Hindhayes Infants will then follow up on any pupil that they were expecting to attend, who does not. Hindhayes Infants will also follow up with any parent or carer who has arranged care for their child and the child subsequently does not attend.

To support the above Hindhayes Infants 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, Hindhayes Infants will notify their social worker.

DESIGNATED SAFEGUARDING LEAD

Hindhayes Infants School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Lead is: **Kate Nester**. The Deputy Designated Safeguarding Lead is: **Lucy Shakesby**. A reciprocal agreement is held with the Co-Headteacher's at Elmhurst Junior School (01458 442979) enabling staff to consult with **Mike Lawrence & Tracy Edwards** if they have concerns and cannot reach KN and LS.

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. 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 management systems 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.

It is important that all Hindhayes Infants staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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

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, which can be done remotely. In the unlikely event that a member of staff cannot, they should email the DSL/Headteacher and the DDSL. 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 the school, they should use also continue 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 and followed up with an email to the Headteacher. Concerns around the Headteacher should be directed to the Chair of Governors: Janet Day/Danielle Hart. The Local Authority will continue to offer support in the process of managing allegations.

SAFEGUARDING TRAINING AND INDUCTION

DSL training is very unlikely to take place whilst there remains a threat of the COVID19 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 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 Hindhayes Infants, 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
- For movement within the local authority, schools should seek assurance from the Local Authority that the member of staff has received appropriate safeguarding training
- Upon arrival, they will be given a copy of the 'our child protection policy', confirmation of local processes and confirmation of DSL arrangements.

MOVEMENT & SAFER RECRUITMENT OF STAFF & VOLUNTEERS

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, Hindhayes Infants 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 Hindhayes Infants 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.

Hindhayes Infants 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. Hindhayes Infants 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, Hindhayes Infants will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

ONLINE SAFETY IN SCHOOL

Hindhayes Infants 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.

ONLINE SAFETY OUTSIDE OF 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 online teaching should follow the same principles as set out in the staff code of conduct.

Hindhayes Infants 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 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 should record, the length, time, date and attendance of any sessions held

SUPPORTING CHILDREN WHO ARE NOT IN SCHOOL

Hindhayes Infants 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, 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. Hindhayes Infants 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 and social media pages. Hindhayes Infants 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 Hindhayes Infants need to be aware of this in setting expectations of pupils' work where they are at home.

Hindhayes Infants 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 concern forms.

SUPPORTING CHILDREN IN SCHOOL

Hindhayes Infants is committed to ensuring the safety and wellbeing of all its students. Hindhayes Infants 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.

Hindhayes Infants 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. Hindhayes Infants 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 where necessary through concern forms.

Where Hindhayes Infants has concerns about the impact of staff absence –such as our Designated Safeguarding Lead or first aiders they will discuss them immediately with the Local Authority.

PEER ON PEER ABUSE

Hindhayes Infants 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 ensuring the safety and security of that young person. Concerns and actions must be recorded on concern forms and appropriate referrals made. If necessary the DSL will seek consultation through Local Authority consultation line.

SUPPORTING PUPIL WELL BEING

All staff at Hindhayes Infants are committed to supporting the individual wellbeing of the families and community that attend our setting whether the school is open or closed. Through this unprecedented time we will ensure that pupils and parent/carers have access to a range of resources that will help our children understand the reasons why the school is closed, why families are separated and why there may be talk and discussion around redundancy, unemployment and money worries in light of employment status changing. As time progresses there may also be a need to support families with bereavement.

The Learning Mentor and Parent Family Support Advisor will be contactable directly through mobile/email. They have also provided ELSA style activities for families to access on the school website and in the designated bereavement and loss section. Teaching and learning staff have been trained in bereavement and loss and have access to a number of websites and also local charities in Street such as 'Why'. If staff feel that a family needs support beyond their capabilities they will seek to access support through services such as the Educational Psychologists.