

## Annex 1



### **Temporary Policy Addendum:**

COVID-19 school closure arrangements for  
Safeguarding and Child Protection at  
Upton Heath C of E Primary School

This Policy addendum is effective from 5<sup>th</sup> January 2021.

School: Upton Heath C of E Primary  
Policy owner: Wendy Davies  
Date: 15.01.2021  
Date shared with staff: 19.01.2021

## Context

To support public health efforts, from 5<sup>th</sup> January, 2021 all schools have been asked to return to remote learning for the majority of pupils and offer education within the school building 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 UPTON HEATH C OF E PRIMARY SCHOOL Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## Content Table

|  |    |
|--|----|
| Context .....  | 2  |
| Vulnerable children .....                                    | 3  |
| Critical workers .....                                       | 4  |
| Attendance monitoring .....                                  | 4  |
| Designated Safeguarding Lead.....                            | 4  |
| Reporting a concern .....                                    | 5  |
| Safeguarding Training and induction .....                    | 6  |
| Safer recruitment/volunteers and movement of staff.....      | 6  |
| Online safety in schools and colleges.....                   | 7  |
| Children and online safety away from school and college..... | 8  |
| Supporting children not in school .....                      | 8  |
| Supporting children in school .....                          | 9  |
| Peer on Peer Abuse.....                                      | 10 |
| Support from the Multi-Academy Trust.....                    | 10 |

## **Key contacts**

Remain as per the School Safeguarding Policy.

## **Vulnerable children**

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

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 the flexibility to offer a place to those on the edge of receiving children's social care support.

UPTON HEATH C OF E 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: Wendy Davies

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 UPTON HEATH C OF E PRIMARY SCHOOL will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, UPTON HEATH C OF E PRIMARY SCHOOL or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

UPTON HEATH C OF E PRIMARY SCHOOL will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Critical workers**

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

### **Attendance monitoring**

All attendance will be marked in line with current Government guidance.

UPTON HEATH C OF E PRIMARY SCHOOL and social workers will agree with parents/carers whether children in need should be attending school – UPTON HEATH C OF E PRIMARY SCHOOL will then follow up on any pupil that they were expecting to attend, who does not.

UPTON HEATH C OF E 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.

To support the above, UPTON HEATH C OF E 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, UPTON HEATH C OF E PRIMARY SCHOOL will notify their social worker.

### **Designated Safeguarding Lead**

UPTON HEATH C OF E PRIMARY SCHOOL has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

**The Designated Safeguarding Lead is:** Wendy Davies

**The Deputy Designated Safeguarding Lead is:** Jan Morris

**The Designated Trustee for Safeguarding is:** Angela Lewis

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 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.

UPTON HEATH C OF E PRIMARY SCHOOL staff and volunteers will have access to a trained DSL (or deputy).

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 via CPOMS, email alert, 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 via CPOMS, email and alert the DSL 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 Safeguarding policy.

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 are concerned about an adult working with children in the school, they should 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.

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

Name: Eliza Austin-Lea or Hayley Wiper

Contact details: Eliza Austin-Lea 07748 982085 and Hayley Wiper 07743 118015

## **Safeguarding Training and induction**

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 UPTON HEATH C OF E 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

Upon arrival, they will be given a copy of the receiving setting's 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, UPTON HEATH C OF E PRIMARY 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 (2020) (KCSIE).

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 UPTON HEATH C OF E 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.

UPTON HEATH C OF E 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.

UPTON HEATH C OF E 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, UPTON HEATH C OF E PRIMARY SCHOOL will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Volunteers**

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.

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.

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

UPTON HEATH C OF E 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.

### **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 Safeguarding 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 UPTON HEATH C OF E PRIMARY SCHOOL code of conduct.

UPTON HEATH C OF E PRIMARY SCHOOL 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 there are 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 our IT network manager / provider to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.
- Mute all
- Turn videos off
- Parents and children will be reminded that the chat feature is there to ask questions or make comments that support their learning.

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

UPTON HEATH C OF E 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 or child's safeguarding file, as should a record of contact have been made.

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

UPTON HEATH C OF E 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.

When a vulnerable children is not in school, teaching staff are to inform both the Safeguarding Children in Education Team via the daily attendance returns, and the key worker, when the child is absent. Once the notification has been received this should trigger a multi-agency response to set out a plan of support for the child/young person whilst they are not attending.

The school will share safeguarding messages on its website and social media pages.

UPTON HEATH C OF E 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 UPTON HEATH C OF E PRIMARY SCHOOL need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

UPTON HEATH C OF E PRIMARY SCHOOL is committed to ensuring the safety and wellbeing of all its students.

UPTON HEATH C OF E 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.

UPTON HEATH C OF E 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.

UPTON HEATH C OF E 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 SAFEGUARDING/FAMILY FILES/name of family

Where UPTON HEATH C OF E 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/Trust.

### **Peer on Peer Abuse**

UPTON HEATH C OF E 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 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 on CPOMS and appropriate referrals made.

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

The Governing Committee/Headteacher will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes: remotely accessing Safeguarding files for the purpose of quality assurance, support, guidance and direction

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