

**Annex to Safeguarding and Child Protection Policy  
during the COVID-19 measures**

**06/04/2020**

**Context**

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Safeguarding and Child Protection policy sets out details of our safeguarding arrangements for:

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**Version control and dissemination**

This is version 1.0 of this annex. It will be reviewed by our DSL/deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here <https://www.whitfieldstjamesprimary.co.uk> and is made available to staff by email.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

**Safeguarding priority**

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

### **Current school position**

A hub has been created called SPS Hub (Simmondley Primary School Hub), which is made up of children and staff from Whitfield St James' CE (VC) Primary and Simmondley Primary School, all attending SPS site. Numbers of pupils are kept within the DFE 10-20% guidance. Much of the school site is out of use for staff and children so that cleaning can be concentrated on key areas. The hall is being used for dinners, still being provided by DCC Catering service. 3 staff are on site most days, dependent on pupil numbers. One member of SLT, who is the DSL, one teacher, one TA who is also a First Aider. A Staff rota has been made which will be sustained through the Easter holidays. Social distancing is being practised with the team and the children. Each group leader and Sue in the kitchen and the SLT member has their own walkie talkie to reduce face to face communication. These are cleaned and returned to charge overnight. All cleaning of the site will be done before and after school with the aim of a rota for staff. A lot of school has been closed off, the aim being to reduce the use of equipment and to make sure it is wiped down between each session as there are hygiene kits in each base area. Midday assistants are not on site as it is easy to facilitate with the staff team already on site. All of the staff team are having a school dinner provided. Because we are trying to discourage food from home and promote social well-being. Main focus has been to concentrate on reducing the number of adults on site during the week and there are several staff on standby should our intended team fall ill and need to isolate. The children are outside as much as possible, weather dependant. The school secretary is onsite for an hour in the mornings and then working at home. School Business Officer (SBO) is working from home. The office will not be manned and all communication to school will come through the [keyworker@](mailto:keyworker@) and [enquiries@](mailto:enquiries@) email and forwarded accordingly. There is a dedicated emergency contact number for parents who are using the Hub. Telephone appointments can then be made. FSM parents to access the government scheme, facilitated by SBO. SLT will also be monitoring CPOMS.

All staff attending on site from outside our school will complete an induction to ensure they are aware of safeguarding risks and know how to act if they have concerns.

### **Safeguarding partners' advice**

We continue to work closely with our safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. See link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

## Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding and Child Protection Policy.

If possible, one DSL will site during the school day. Where this is not possible, we will:

- have a trained DSL/deputy DSL available by email; or
- ensure we have access to a trained DSL or deputy DSL from another school, St James CE Primary School , Glossop, by email or telephone.

Where our DSL or deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

**The designated safeguarding lead (DSL) for child protection is ON SITE is either\_**

**Mrs D Greaves**

Contact details: email: [safeguardinglead@simmondley.derbyshire.sch.uk](mailto:safeguardinglead@simmondley.derbyshire.sch.uk)

**Mr Leo Ford: email : [safeguarding@st-james.derbyshire.sch.uk](mailto:safeguarding@st-james.derbyshire.sch.uk)**

### Off Site

**The designated lead(s)**

**Mr C Woodward** - Contact details: email: [safeguarding@st-james.derbyshire.sch.uk](mailto:safeguarding@st-james.derbyshire.sch.uk)

**The deputy designated lead(s) is**

**Mrs G Ellison** Contact details: [safeguardinglead@simmondley.derbyshire.sch.uk](mailto:safeguardinglead@simmondley.derbyshire.sch.uk)

## Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

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 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 EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend a school, where it doesn't increase risk to vulnerable family members and thus increase the risk.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

### **Increased vulnerability or risk**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

### **Attendance**

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone call, text, email or by contact a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, Maxine Derrett will be sub-contracted as a family support worker in these circumstances and will aim to support remotely with advice and support. If a home visit is needed, social care will be contacted.

Where a vulnerable child does not take up their place, we will notify their social worker.

### **Reporting concerns about children or staff**

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Safeguarding and Child Protection (see website) procedures and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff. As such, it remains extremely important that any allegations of abuse made against staff attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy (see school website).

## **Staff training and induction**

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training, however all hub staff training is still in date.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding and Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

## **Safer recruitment 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, we will continue to follow our Safer Recruitment policy (see school website)

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.

There will be no volunteers on site whilst SPS Hub is in operation.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

## **Peer on peer abuse**

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Safeguarding and Child Protection Policy (see school website).

## **Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Safeguarding and Child Protection Policy (see school website).

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

## **New children at the school**

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

## **Supporting children not in school**

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.