

## **Annex 1**



# **COVID-19 school wider reopening arrangements for Safeguarding and Child Protection at St Dunstan's, Cheam, C of E Primary School**

*Policy approved by Chair's Action and will be ratified at the next FGB.*

**School Name: St Dunstan's, Cheam, C of E Primary School**

**Policy owner: Ms J Corby**

**Date: 05.06.2020**

**Date shared with staff: 06.2020**

## **1. Context**

From 20<sup>th</sup> 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.

St Dunstan's followed Government guidance for wider reopening from 1<sup>st</sup> June and more children have subsequently been offered places as part of the wider opening of the school.

This addendum of the St Dunstan's, Cheam, C of E Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context</b> .....	<b>2</b>
<b>3. Vulnerable children</b> .....	<b>3</b>
<b>4. Attendance monitoring</b> .....	<b>4</b>
<b>5. Designated Safeguarding Lead</b> .....	<b>5</b>
<b>6. Reporting a concern</b> .....	<b>5</b>
<b>7. Safeguarding Training and induction</b> .....	<b>6</b>
<b>8. Safer recruitment/volunteers and movement of staff</b> .....	<b>6</b>
<b>9. Online safety in schools and colleges</b> .....	<b>7</b>
<b>10. Children and online safety away from school and college</b> .....	<b>8</b>
<b>11. Supporting children not in school</b> .....	<b>8</b>
<b>12. Supporting children in school</b> .....	<b>9</b>
<b>13. Peer on Peer Abuse</b> .....	<b>9</b>

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mrs L Porter		<a href="mailto:lporter2@suttonmail.org">lporter2@suttonmail.org</a>
Deputy Designated Safeguarding Leads	Mrs D Soma Mrs G Armstrong Mrs J Ward Mrs P Bolt		<a href="mailto:dsoma1@suttonmail.org">dsoma1@suttonmail.org</a> garmstrong3@suttonmail.org <a href="mailto:jward1@suttonmail.org">jward1@suttonmail.org</a> <a href="mailto:pbolt@suttonmail.org">pbolt@suttonmail.org</a>
Headteacher/DSL	Ms J Corby		<a href="mailto:jcorby5@suttonmail.org">jcorby5@suttonmail.org</a>
Chair of Governors	Mr M Swain		<a href="mailto:mswain9@suttonmail.org">mswain9@suttonmail.org</a>
Safeguarding Governor	Mrs N Cristie		<a href="mailto:ncristie@suttonmail.org">ncristie@suttonmail.org</a>

**School contacts: 020 8642 5463**

## 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 have been risk-assessed in consultation with the Local Authority and parents, and have all been offered a place in the school in order to meet their needs. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children with EHC plans can safely remain at home if this is the parents' decision.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Leads (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.

St Dunstan's, Cheam, 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 the Headteacher/Deputy Headteacher.

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 St Dunstan's School will explore the reasons for this directly with the parent and keep in touch using weekly phone calls.

Where parents are concerned about the risk of the child contracting COVID19, St Dunstan's School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Dunstan's School will encourage our vulnerable children and young people to attend a school, including remotely if this is considered to be the most appropriate course of action for their safeguarding and well-being.

### **Attendance Monitoring**

From 1<sup>st</sup> June 2020, schools are required to keep daily registers and will follow up non-attendance if the child was expected in school. Government guidance continues to be followed.

If St Dunstan's 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 by 12 noon -

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

If the school has closed, we will complete the return once as requested by the DfE.

St Dunstan's School and social workers will agree with parents/carers whether children in need should be attending school – St Dunstan's School will then follow up on any pupil that they were expecting to attend, who does not. St Dunstan's 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.

## HOW WILL THIS LOOK IN ST DUNSTAN'S, CHEAM, C OF E PRIMARY SCHOOL?

To support the above, St Dunstan's 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, St Dunstan's School will notify their social worker.

### **Designated Safeguarding Lead**

St Dunstan's School has 2 Designated Safeguarding Leads (DSL) and 4 Deputy Safeguarding Leads.

The Designated Safeguarding Lead is: Ms J Corby/ Mrs L Porter

The Deputy Designated Safeguarding Leads are: Mrs D Soma / Mrs G Armstrong / Mrs J Ward / Mrs P Bolt

The optimal (and planned) 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 the school safeguarding system/procedures 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 St Dunstan's School staff 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.

### **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 'Pink Forms'.

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 a pink form 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, Mr Martin Swain.

### **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period of 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 to St Dunstan's 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 the receiving setting's child protection 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 workforce or gain access to children. When recruiting new staff, St Dunstan's 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

As and when St Dunstan's School starts to welcome 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.

St Dunstan's 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.

St Dunstan's 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Dunstan's 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 School**

St Dunstan's 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**

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 code of conduct and Acceptable Use Policy.

St Dunstan's School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Whilst currently we are not able to deliver virtual lessons, below are some things to consider should this change, especially if/where webcams are involved. It should be noted that there are currently no plans to use videos but should this change we will provide them on our website but these will not be live streams:

- 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 if possible.
- The class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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.

### **Supporting Children not in School**

St Dunstan's School is committed to ensuring the safety and wellbeing of all its Children.

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.

Details of this plan must be recorded on a 'pink form', and a record of contact should be made.



The communication plans can include; remote contact, phone contact, door-step visits (if appropriate, following guidance). Other individualised contact methods should be considered and recorded.

St Dunstan's 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 DSLs will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

St Dunstan's School recognises that school is a protective factor for children, and the current circumstances can affect the mental health of pupils and their parents/carers. Teachers at St Dunstan's School need to be aware of this in setting expectations of pupils' work where they are at home and when they return to school.

## **Supporting Children in School**

St Dunstan's School is committed to ensuring the safety and wellbeing of all its pupils.

If new safeguarding concerns about individual children arise as staff see them in person following partial school closures, they will follow usual procedures, filling in a 'pink form' and handing this to a DSL.

St Dunstan's 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.

St Dunstan's 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.

St Dunstan's 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.

Where St Dunstan's 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 LA and SDBE/DSIP.

## **Peer on Peer Abuse**

St Dunstan's School recognises that during any 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 our 'pink form' and appropriate referrals made.