

**COVID-19 school partial closure
arrangements for Safeguarding and Child
Protection at
Low Ash Primary School**

June 2020

1. 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.

From 1st June 2020 primary schools across England have been starting to reopen for certain year groups. From 15th June 2020 Low Ash Primary School will reopen for children in Reception, Year One and Year Six, as well as continuing 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 addendum of the Low Ash Primary School Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Janina Grimshaw	01274 582927	office@lowash.bradford.sch.uk
Deputy Designated Safeguarding Lead	Fiona Meer	01274 582927	office@lowash.bradford.sch.uk
Headteacher	Fiona Meer	01274 582927	office@lowash.bradford.sch.uk
Chair of Governors	Emma Lister	01274 582927	office@lowash.bradford.sch.uk

Vulnerable children

Vulnerable children should attend school wherever appropriate and Low Ash Primary School will work with families to ensure their return.

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 can safely attend school or whether their needs are more safely met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services.

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 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.

Low Ash 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 for looked-after and previously looked-after children. The lead person for this will be Janina Grimshaw

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 Low Ash Primary School will explore the reasons for this directly with the parent.

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

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.

Low Ash Primary School and social workers will agree with parents/carers whether children in need should be attending school – Low Ash Primary School will then follow up on any pupil that they were expecting to attend, who does not. Low Ash 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. This will be done by phone. If there is no response to phone calls or voicemail messages, an email will be sent. If there is still no response, a member of staff will conduct a home visit, whilst complying with social distancing guidelines.

To support the above, Low Ash Primary School will, when communicating with parents/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, Low Ash Primary School will notify their social worker.

Designated Safeguarding Lead

Low Ash Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. There are also two other trained Named People (Dan Hurst, Deputy Head and Louise Robinson, Assistant Head).

The Designated Safeguarding Lead is Janina Grimshaw.

The Deputy Designated Safeguarding Lead is Fiona Meer.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video - for example, if working from home.

Where the DSL (or deputy) is not on site, in addition to the above, another Named Person and senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, 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.

It is important that all Low Ash Primary School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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. The DSL has also provided their personal mobile number to Children's Services so that contact can be easily made if and when working from home.

The DSL will do all that is reasonably possible to keep up to date with safeguarding developments.

Reporting a concern

Staff should continue to be aware that concerns can arise regarding any child and new concerns may arise as children return to school.

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, which can be done remotely. For support staff and volunteers, this will be via Cause for Concern forms, in line with our Safeguarding Policy.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should phone the Designated Safeguarding Lead. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where possible, staff should try and speak directly to children to help identify any concerns

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 and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Emma Lister. Her contact details can be obtained from the school office.

The LADO continues to operate in supporting any allegations and the Headteacher will follow the usual protocol, referring as necessary using the forms on Bradford Schools Online.

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 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 will 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 Low Ash Primary School, they will continue to be provided with a safeguarding induction. This will be through the form of paper documentation and online training.

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 children's workforce or gain access to children. When recruiting new staff, Low Ash 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 (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 Low Ash Primary 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.

Low Ash 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.

Low Ash 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'.

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, Low Ash Primary 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

Low Ash 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

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 school code of conduct and acceptable use policy.

Low Ash Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We will not be conducting virtual lessons but will provide learning materials and signpost to appropriate websites and activities.

Parents will be signposted to online safety support via our Parent Guide on the school website.

Supporting children not in school

Low Ash 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, as should a record of contact made.

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

Low Ash 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 (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.

Low Ash 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 Low Ash Primary School need to be aware of this in setting expectations of pupils' work where they are at home. Parents will be signposted to support services via our Parent Guide on the school website.

Low Ash Primary School will ensure that where we care for children in open year groups, 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 CPOMS.

Supporting children in school

Low Ash Primary School is committed to ensuring the safety and wellbeing of all its students.

Low Ash 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.

Low Ash 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.

Low Ash Primary School will ensure that where we care for children of critical workers and vulnerable children on site, ensuring appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

Where Low Ash 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 Local Authority.

Peer on Peer Abuse

Low Ash Primary School recognises that during the partial 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 to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.