# Addendum to Child Protection Policy COVID-19 school wider reopening arrangements for Safeguarding and Child Protection at Gladstone Road Primary School.

**School Name:** Gladstone Road Primary School
**Policy owner:** Garry Johnson (Headteacher
Jane McLeod (Safeguarding Lead)
**Date:** 1st July 2020
**Date shared with staff:**

## 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 and for vulnerable pupils who cannot be safely cared for at home. This advice has now been revised and plans for the wider reopening of schools from the 1st June should now be considered for all eligible children outlined in the Department for Education guidance
DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 1 June 2020

DFE Guidance Coronavirus (COVID-19): Safeguarding in schools, colleges and other providers Update 20th May 2020

DfE safeguarding principles:

'As more children return, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online'

This addendum of the Gladstone Road Primary School Child Protection policy contains details of our individual safeguarding arrangements in the following areas listed below:

The addendum will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL as circumstances continue to evolve or following updated Department for Education advice or guidance. It has been approved by our governing board and is available on the school website here [*insert link*] and is made available to staff by [*insert mechanisms for sharing with staff*]

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## Key contacts

| Role | Name | Contact number | Email |
|---|---|---|---|
| Designated Safeguarding Lead | Jane McLeod | 01723 372566<br>07967 310971 | jmcleod@gladstone.n-yorks.sch.uk |
| Deputy Designated Safeguarding Lead/s | Garry Johnson<br>Helen Halliday<br>Michael Robinson | 01723 372566 | headteacher@gladstone.n-yorks.sch.uk<br>hhalliday@gladstone.n-yorks.sch.uk<br>mrobinson@gladstone.n-yorks.sch.uk |
| Headteacher | Garry Johnson | 01723 372566 | headteacher@gladstone.n-yorks.sch.uk |
| Chair of Governors | Jane Pepper | | |
| Safeguarding Governor | Cheryl Govan | | |
| Welfare and Contact Coordinator * | Tina Jenkinson – Inclusion Manager<br>Jane McLeod – Safeguarding Lead | 01723 372566<br><br>01723 372566<br>07967 310971 | tjenkinson@gladstone.n-yorks.sch.uk<br><br>jmcleod@gladstone.n-yorks.sch.uk |

* School should allocate a member of staff to coordinate welfare and contact and have the oversight of all the vulnerable pupils during this period of time. This may be a delegated role separate from the DSL role however there must be good liaison.

**Any additional school contacts (including contacts for DSLs where this is being supported by another school):**

| Role | Name | Contact number | Email |
|---|---|---|---|
| | | | |
| | | | |

**Key telephone numbers of all available DSL's/deputies should be provided to staff covering the setting.**

**Staff should be reminded that they can make a referral in exceptional circumstances to the Customer Contact Centre number 01609 780780 and/or LADO contact number 01609 533080**

**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 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.

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.

School name 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: name

Attendance from vulnerable children is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan, and they do not

show or display signs of having contracted COVID 19), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children, regardless of year group, that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so.
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 school name will explore the reasons for this directly with the parent.

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

School name will encourage our vulnerable children and young people to attend school, including remotely if needed.
For vulnerable pupils with a social worker where it is determined that a child should remain at home, contact by the school should continue and this decision should be reviewed on a four-weekly minimum basis. Contact with vulnerable pupils must be on a weekly basis as an absolute minimum, and this should be recorded within a School Attendance Plan

**Attendance monitoring**

School name will resume taking the attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending aligned to DFE Guidance: Recording attendance during the coronavirus ( COVID-19) outbreak Updated 28th May 2020

School name will submit daily attendance figures to the DfE by 12 noon each day, using the educational settings form.

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

School name and social workers will agree with parents/carers whether Children in Need should be attending school – school name will immediately follow up on any pupil that they were expecting to attend, who does not. school name 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.

To support the above, school name 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, school name will notify their social worker.

School name attendance monitoring is informed by the principles which apply to this phase of wider opening included in the 'Approach: first phase of wider opening of educational and child care settings'
DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 1 June 2020

- Children and young people in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending
- vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach)
- children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work at home as much as possible.
- a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home
- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household

For those pupils eligible to attend, schools should address absence by sensitively exploring parents' and pupils' concerns and what is preventing attendance and work with them to re-engage pupils where appropriate. Families should notify their nursery/school/college as normal if their child is unable to attend. Schools should also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.

**Designated Safeguarding Lead**

NAME school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The key contacts are detailed at the start of this document.

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 files 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 school name staff and volunteers 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.

Where resources allow school name DSL (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return

Where children have attended other settings since March 20th or where the school has had children from other settings attending, the DSL should liaise with the DSL from those schools to ensure any relevant information is passed to the home school.

**Reporting a concern**

Staff must be mindful that new concerns may be identified as children start to return to school following partial closures. Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy, this includes making a report to the DSL.

Staff are reminded of the need to report any concern immediately and without delay. All relevant safeguarding and welfare information held on all children (including returning children) must remain as accurate as possible. The school (led by the DSL or deputy) should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns.

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.

## Safeguarding Training and induction

DSL training is very unlikely to take place 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 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 undertake work at school name, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education authority 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, school name 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 school name 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.

School name 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.

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

Ensure there is a record of which staff are onsite daily either on the SCR or separately.

**Mental Health**

School name recognises that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of our children and their parents. With children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, school name will ensure appropriate support is in place for them.

School name understands that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Support for pupils and students in the current circumstances will include existing provision in the school, although this may be delivered in different ways, (for example over the phone for those children still not attending provision) or from specialist staff or support services.

School name will ensure that teachers are aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of children's' work.

## Online safety in schools and colleges

School name 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 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.

School name 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 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

School name is committed to ensuring the safety and wellbeing of all its Children and Young people.

School name will do what we reasonably can to keep all our children safe. Whilst more children return to school name others will continue to stay at home and, in many cases, will be continuing to engage with school name online.

School name staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per this child protection policy and where appropriate referrals will continue to be made to children's social care and as required the police

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.

School name 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.

**Supporting children in school**

School name is committed to ensuring the safety and wellbeing of all its students.

School name 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.

School name 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.

School name 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.

If pupils are attending other schools, it is important to ensure that all appropriate information, including child protection and medical information, is shared with the 'senior designated leader' to ensure their safety and wellbeing. Ensure that this information is held securely by the other school/hub.

**Peer on Peer Abuse**

School name 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 to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.

School name will be mindful that some peer relationships may have deteriorated over any closure period and if indeed any online peer on peer abuse has taken place that comes to light on the wider reopening of the school actions will be taken and support provided as outlined in the school's Child Protection Policy.