

Annex 1



COVID-19 school closure arrangements for Safeguarding and Child Protection at Sandiway Primary School

School Name: Sandiway Primary School

Policy owner: Mr Chris Priddey (Headteacher) and Local Academy Board

Date: 2nd April 2020

Date shared with staff: 2nd April 2020

Date shared/approved with Local Academy Board: 7th April 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.

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.

This addendum of the Sandiway Primary School's Safeguarding and Child Protection policy 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	Mr Chris Priddey	07762 757231	head@sandiway.cheshire.sch.uk
Deputy Designated Safeguarding Leads	Mrs Kathryn Harvey	07973 668674	deputy@sandiway.cheshire.sch.uk
Headteacher	Mr Chris Priddey	07762 757231	head@sandiway.cheshire.sch.uk
Trust Safeguarding Manager (if applicable)	Mrs Sarah Woodward (CEO)		ceo@createlearning.co.uk
Chair of Local Academy Board	Mrs Irene Hodkinson	07899 288514	ihodkinson@sandiway.cheshire.sch.uk
Safeguarding Governor / Trustee	Mrs Irene Hodkinson	07899 288514	ihodkinson@sandiway.cheshire.sch.uk

School mobile being used whilst the provision is open, so a direct line to the staff in the provision – 07384 313466

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 childcare provision 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.

Sandiway 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: Mr Chris Priddey

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 childcare provision setting, and their child is considered vulnerable, the social worker and Sandiway Primary School will explore the reasons for this directly with the parent.

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

Sandiway Primary School will encourage our vulnerable children and young people to attend a childcare provision, including remotely if needed.

Attendance monitoring and Attending/Supervising in the Childcare Provision

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Sandiway Primary School has any children in attendance in the childcare provision (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.

All parents are informed that the childcare provision is offered as a 'last resort' in the event of no other option being available – following the Government advice that 'children/families should stay at home where possible'.

Sandiway Primary School and social workers will agree with parents/carers whether children in need should be attending the childcare provision – Sandiway Primary School will then follow up on any pupil that they were expecting to attend, who does not. Sandiway 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 the Headteachers and communication directly to them via email. Emails will be monitored all day and into the evening. Any messages received during the late evening/night will be addressed first thing in the morning. Emails will be responded to individually and a record of those requesting childcare provision will be kept. Communication to the staff is then done by WhatsApp, with a rota having been set up so that staff know which days they are 'on duty' and 'off duty'.

Two teams have been created which will operate on a rota basis – 2 weeks 'on duty' and 2 weeks 'off duty'. This will enable staff to have a time of 'holiday' during the provision's operating time. Within each team (lead by either the Headteacher or the Deputy Headteacher), 4 sub-teams operate, staffing the provision each day (or when it is needed).

Each sub-team consists of a teacher and a teaching assistant. Even when there is just one child in the provision, two members of staff (as a minimum) will support the provision. At least one member of staff will be a first aider.

Activities in the provision will take place in the Reception classroom. Limited number of toilets are being used. As part of the staffing of the provision, cleaning will take place at the end to ensure that the provision is ready for the next day. Training has been given to staff in COSHH and PPE. Cleaning materials and PPE are provided at the point of entry. (Whilst the provision is in operation, the rest of the school is being deep-cleaned and 'moth-balled' to ensure that it is ready for when the school can open.)

Any contractors visiting the site will be asked to complete a questionnaire that will ask if they have had exposure or had the virus. If there is a positive response, they will be asked to leave the site. All deliveries to the school will be left outside or in the front lobby. The number of staff on site is limited and senior leaders (Headteacher and Deputy Headteacher) have a list of authorised staff for each day.

To support the above, Sandiway 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, Sandiway Primary School will notify their social worker.

Designated Safeguarding Lead

Sandiway Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr Chris Priddey

The Deputy Designated Safeguarding Lead is: Mrs Kathryn Harvey

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 online management system - Safeguarding Monitor 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.

It is important that all Sandiway Primary School 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 by a member of SLT.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

In the unlikely event that there is no DSL/DDSL available, the Safeguarding Children in Education (SCiE) team can be contacted for advice and support on the following details:

Vicki Thomason

Mob: 07785 542018

Email: Victoria.thomason@cheshirewestandchester.gov.uk

Pam Beech

Mob: 07917587559

Email: Pam.beech@cheshirewestandchester.gov.uk

Susie Sheasby

Mob: 07554 773926

Email: Susie.sheasby@cheshirewestandchester.gov.uk

Kerry Gray

Mob: 07789484743

Email: Kerry.gray@cheshirewestandchester.gov.uk

If you have immediate concerns about a child or situation, please call I-ART on 0300 123 7047

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 Safeguarding Monitor, which can be done remotely.

In the event that a member of staff cannot access their Safeguarding Monitor from home, they should email the Designated Safeguarding Lead/Headteacher. 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 and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of the Local Academy Board:

Mrs Irene Hodkinson	07899 288514	ihodkinson@sandiway.cheshire.sch.uk
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The Create Learning Trust will continue to offer support in the process of managing any allegations.

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 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 Sandiway 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 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

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

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, Sandiway 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.

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 Sandiway 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.

Sandiway 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.

Sandiway 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, Sandiway 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 schools and colleges

Sandiway 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 code of conduct.

Sandiway 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 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 could 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

Sandiway 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 in Safeguarding Monitor, as should a record of any contact they have made.

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

Sandiway 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.

Sandiway 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 Sandiway Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

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

Sandiway 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.

Sandiway 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.

Sandiway 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 Monitor

Where Sandiway 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 Local Academy Board/the Trust.

Peer on Peer Abuse

Sandiway 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: Safeguarding Monitor and appropriate referrals made.