



**COVID-19 ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION AT
ASHBY HILL TOP PRIMARY SCHOOL**
Version 3 to cover lockdown 3.0
Date: 08.01.2021

Context

As part of national social distancing measures to limit the spread of coronavirus (COVID-19), we have had to limit the numbers of children and young people attending school, to ensure that pupils and staff attending could do so safely. That is why, since 04.01.2021, education and childcare settings have only been open to priority groups (vulnerable children and children of critical workers).

This addendum of the Ashby Hill Top Primary School 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 |
|-----------------------|--------------------------------------|----------------------------|--|
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| Headteacher | Sylvie Newman | 07905368594 | snewman@ashbyhilltop.leics.sch.uk |
| Chair of Governors | Emma Turner Tristan Marshall | | |
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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 or college 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 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. We have the flexibility to offer a place to those on the edge of receiving children's social care support.

Ashby Hill Top 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: Juliet McAuliffe.

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 Ashby Hill Top Primary School will explore the reasons for this directly with the parent.

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

Ashby Hill Top Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Schools will take an attendance register. The government requires all settings to continue to submit daily attendance figures using the educational setting status form by midday every day. The LA form will also be completed.

We will closely monitor:

Pupils who are not eligible to attend a session

Pupils who are eligible to attend a session but do not e.g.

- Where a pupil is shielding, self-isolating, or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school
- Where a pupil cannot attend school due to illness, noting whether the illness involves coronavirus symptoms

- Where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school

Pupils who are attending other schools e.g.

- where parents are working at another school and have chosen for their children to attend there
- where a pupil is attending a pupil referral unit
- a host school on a temporary basis because their home school cannot accommodate them

Ashby Hill Top Primary School and social workers will agree with parents/carers whether children in need should be attending school.

Ashby Hill Top 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, Ashby Hill Top Primary School will notify their social worker.

Designated Safeguarding Lead

Ashby Hill Top Primary School has a Designated Safeguarding Lead (DSL) and two Deputy DSL's.

The Designated Safeguarding Lead is: **Sylvie Newman**

The Deputy Designated Safeguarding Leads are: **Nicola Middleton and Juliet McAuliffe**

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- for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, the next senior member of staff on site will assume responsibility for co-ordinating matters of safeguarding.

This might include updating 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 Ashby Hill Top Primary School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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.

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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email 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.

If any staff or volunteers have any child protections concerns they should:

Concerns about a child:

- Log into **CPOMS**
- Select '**Add Incident**' and detail your concern in the box provided
- Report immediately to DSL (Sylvie Newman) or deputy DSL by selecting '**Alert SLT**'
- Keep it confidential
- Do not investigate
- If concerned phone 'First Response' 0116 305 0005

Concerns about the conduct of an adult:

- Report immediately to the Headteacher (or Chair of Governors if concern regards the Headteacher)
- Write it down, date and sign
- Do not talk to the person concerned
- Keep it confidential

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 (2020). 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 Ashby Hill Top Primary School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another school 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, Ashby Hill Top 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 (2020) (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 Ashby Hill Top 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 direct contact with children.

Ashby Hill Top 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.

Ashby Hill Top 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, Ashby Hill Top 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

Ashby Hill Top 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.

Ashby Hill Top 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 if/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.
- Any live classes must have 2 members of school staff in attendance, so that if any issues were to arise there is second member of staff
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- School staff **should not** use their own personal equipment
- Language must be professional and appropriate, including any family members in the background.
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Ashby Hill Top 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 protocol is in place to maintain contact with vulnerable children/families.

COVID-19 PROTOCOL

Current child protection concerns:

- Phone contact fortnightly
- Offer of food support through school
- Liaising with all necessary professionals as usual
- Attending any planned review meetings, unless advised otherwise
- Use CPOMS to record and report

Vulnerable families:

- Phone contact fortnightly - if no contact can be made, consider home visit. Discuss with SN first
- Offer of food support through school
- Use CPOMS to record and report

Financial difficulties:

- Phone contact fortnightly
- Access to food through school catering/vouchers
- If needed, food bank information to be provided

Teachers:

- No personal information of pupils to be taken from the premises (paper copies etc)
- Any cause for concerns to be recorded and reported through CPOMS unless there is an immediate danger/ safety risk, inform S Newman

Logistics

- Food will be provided in hampers, if needed, allowing families to have basic food items and reduce the financial pressure- let SN know if food is required.
- Collections to be staggered in classes/year groups. This is to prevent large group gatherings and increased risk of exposure
- Clear recording of families supported on CPOMS

The school will share safeguarding messages on its website and social media pages.

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

Ashby Hill Top 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.

Supporting children in school

Ashby Hill Top Primary School is committed to ensuring the safety and wellbeing of all its students.

Ashby Hill Top 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.

Ashby Hill Top 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.

Ashby Hill Top 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.

Peer on Peer Abuse

Ashby Hill Top 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 Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

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