



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at Sitwell Junior School**

Policy owner: Jennifer Dawson

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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 school's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key Contacts

Sitwell Junior School	Name	Contact Details
Designated Safeguarding Lead and Headteacher	Jennifer Dawson	info@sitwelljunior.uk
Deputy Headteacher and Deputy Designated Safeguarding Lead	Sarah Walker	info@sitwelljunior.uk
Designated Teacher for Looked After Children and Deputy Designated Safeguarding Lead	Emma Longstaff	info@sitwelljunior.uk
Named Safeguarding Governors	Pete Sheldon	p.sheldon@inspiretrust.uk
	Tracey Leeson	t.leeson@inspiretrust.uk

Local Authority	Name	Contact Details
Multi Agency Support Hub (MASH) (for referrals to Social Care)		01709 336080
Advice and Support for Schools and Other Educational Establishments (Including Training)	Sherran Finney	01709 822690
Safeguarding Unit – For duty advice		01709 823914 childprotection@rotherham.gov.uk
LADO (allegations) procedure	Duty Worker	01709 334186 01709 823914

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 Deputies) know who our most vulnerable children are (a spreadsheet has been set up to monitor these pupils and all contact is being recorded on CPOMs). They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Sitwell Junior School will continue to work with and support children's social workers to help protect vulnerable children (CP/CIN, LAC, school identified vulnerable and EHCP). 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 people for this will be the learning mentors and the lead member of staff on rota.

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 Sitwell Junior School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Sitwell Junior School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Sitwell Junior School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

Sitwell Junior School and social workers will agree with parents/carers whether children in need should be attending school. Also, Sitwell Junior School will follow up on any pupil who does not attend school, but falls into the vulnerable category. This will be carried out by the lead member of staff on duty on that day and parents and children will be contacted by phone.

A survey has been issued to all parents for them to identify their need for childcare provision. The pupils identified in this will be on the expected attendance register. This will be completed every day by the lead member of staff.

To support the above, Sitwell Junior 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, Sitwell Junior School will follow through using the protocols laid down in the action plan (appendix 1) and notify their social worker.

Designated Safeguarding Lead

Sitwell Junior School has a Designated Safeguarding Lead (DSL) and two Deputy Designated Safeguarding Leads.

The Designated Safeguarding Lead is: Jennifer Dawson

The Deputy Designated Safeguarding Leads are: Sarah Walker and Emma Longstaff

A trained DSL (or deputy) will be available to be contacted via phone, email or Google Hangout when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a lead member of the team will assume responsibility for coordinating safeguarding on site.

This might include 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 Sitwell Junior School staff and volunteers have access to a trained DSL (or deputy). Staff should contact Jennifer Dawson by email in the first instance following the contact details outlined on page 3.

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

Reporting Concerns

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, which includes making a report via CPOMS, something can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should contact the DSL and DDSs through their email address. 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 email the Headteacher.

Concerns around the Headteacher should be directed to the Chair of the Trust: Paul Jagger p.jagger@inspiretrust.uk

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 Sitwell Junior 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 Inspire 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, Sitwell Junior 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 Sitwell Junior 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. Sitwell Junior 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.

Sitwell Junior 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Sitwell Junior 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

Sitwell Junior School will continue to provide a safe environment, including online. This includes the use of an online filtering system through Google Classroom. 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.

Sitwell Junior School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements and will not deliver virtual lessons online.

Supporting children not in school

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

Daily contact with pupils will be made by class teachers through Google Classroom to support with school work.

For Vulnerable pupils or where the school has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, a robust plan is in place for that pupil (see appendix 1).

Details of this plan must be recorded on CPOMS, as should a record of any contact made.

Sitwell Junior School 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 via email, letters to parents and on its website.

Sitwell Junior 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 Sitwell Junior School will need to be aware of this in setting expectations of pupils' work where they are at home.

Sitwell Junior 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 CPOMS.

Supporting children in school

Sitwell Junior School is committed to ensuring the safety and wellbeing of all its pupils.

Sitwell Junior 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.

Sitwell Junior 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 COVID-19.

Sitwell Junior 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 CPOMS.

Where Sitwell Junior School has concerns about the impact of staff absence, this will be discussed immediately with the trust.

Peer on Peer Abuse

Sitwell Junior 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 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.



Appendix 1

Communication Procedures

Should pupils make contact with staff through Google Classroom, during the period of time school is closed due to exceptional circumstances, and staff are concerned they should log the contact directly onto CPOMS.

Staff can access CPOMS at home.

SLT will be monitoring CPOMS daily.

Should parents make contact with school regarding any safeguarding issues, they should be directed to the school website. This information can be found on the website under 'key information', 'pupils, parents and carers.'

The lead member of staff on duty will make daily contact via phone with pupils who are classed as vulnerable and have been granted a place at school, but do not attend. Furthermore, the learning mentors will make email contact three times per week with pupils who have CIN & CP status. If there is no response from these pupils within 24 hours, they will make contact via phone. If there is no response, social care will be contacted via email or telephone. Should staff need to make telephone contact with pupils' families, they should ensure that the caller ID on their mobile device is turned off.

The learning mentors will assume responsibility for contacting CIN, LAC and CP pupils and those considered vulnerable by the school.

Staff will add work to Google Classroom on a daily basis by 9am and will support pupils throughout the course of the day.

The telephone number for MASH is 01709 336080.