Covid-19 Safeguarding and Child Protection Policy Addendum

Skelton Primary School

Document Management:

Date created: April 2020

Date updated: September 2020, January 2021

Date Policy Approved: 20th January 2021

Approving Body: Trust Board

Date shared with staff: 26th January 2021

Context

Hope Learning Trust is committed to safeguarding, promoting the welfare of children and young people and ensuring a safe and secure learning environment for all. During this difficult period of Covid-19, the principles and practices of the school and Trust will continue to apply with adjustments and updates to policy as required, in line with current Department for Education Coronavirus guidance. Trust and school policy and practice is continually evaluated in line with the latest Department for Education advice.

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

This addendum to Skelton Primary School and Hope Learning Trust Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas, during Covid-19 and should be read in conjunction with the School and Trust Behaviour Policy Addendum, Live Learning Policy and Remote Learning Guidance:

1. Definition of Vulnerable Children
2. Attendance monitoring
3. Supporting pupils of key workers and vulnerable pupils in school and welfare and child protection information
4. Supporting pupils not in school and welfare and child protection information
5. Designated Safeguarding Lead in school
6. Reporting a Safeguarding concern
7. Safeguarding training and induction
8. Safer Recruitment New Staff/Supply Staff/Volunteers/ Contractors and Movement of Staff
9. Online safety for staff and staff code of conduct
10. Online safety for pupils
11. Peer-on-peer abuse
12. Supporting children not in their home school and welfare and child protection information
13. Safeguarding support from the Multi-Academy Trust for DSL's and all other staff

Signed by:

	Chief Executive Officer	Date:	
	Chair of the Trust Board	Date:	

Key Contacts

Role	Name	Contact number	Email
School Designated Safeguarding Lead	Hannah Smithson	01904 806285	headteacher@ske.hlt.academy
School Deputy Designated Safeguarding Leads	Catherine Bromley Claire Bayliss	01904 806285	c.bromley@ske.hlt.academy c.bayliss@ske.hlt.academy
Headteacher / Principal	Hannah Smithson	01904 806285	headteacher@ske.hlt.academy
School Chair of Governors	Judith MacDermot	01904 806285	chair@bgp.hlt.academy
School Safeguarding Lead Governor	Keith Hayton	01904 806285	k.hayton@ske.hlt.academy
Trust Safeguarding Team	Helen Winn Wendy Munro	07895 204002 07713 385382	h.winn@hlt.academy w.munro@hlt.academy
Chair of Trustees	Tony Myers	01904 560053	chair@hlt.academy
Safeguarding Governor / Trustee	Tony Myers	01904 560053	chair@hlt.academy

Any additional school contacts

Role	Name	Contact number	Email
Children in Need Lead	Hannah Smithson	01904 806285	headteacher@ske.hlt.academy
Looked After Children Lead	Claire Bayliss	01904 806285	c.bayliss@ske.hlt.academy
Mental Health and Wellbeing Lead	Yvonne French	01904 806293	y.french@bgp.hlt.academy
School SENDCo	Sarah Cope	07725116118	s.cope@hlt.academy

1. Definition of Vulnerable Children

Vulnerable children and young people are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child

- have an education, health and care plan (EHCP) and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment

- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, children with a special guardianship order, care leavers, those at risk of becoming NEET ('not in employment, education or training'), those who have difficulty in engaging with remote learning at home, those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion, including pupils who need to attend school to receive support or to manage risks to their mental health

The term 'all year groups' in this context refers to children under 5 eligible for early years entitlements and children and young people aged 5 to 18 (or aged 5 to 25 for children and young people with an EHC plan).

Eligibility for free school meals should not be the determining factor in assessing vulnerability.

Skelton Primary will continue to work with vulnerable children to help protect them.

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, should schools close/partially close. 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: Hannah Smithson

2. Attendance Monitoring

The Trust and school continues to follow guidance from the Department for Education regarding attendance recording, monitoring and reporting, at this time of Covid-19.

https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year

Where safeguarding concerns for pupils arise, the DSL will consider any referrals as appropriate, following all school, Trust and local authority policy and procedures.

3. Supporting pupils of key workers and vulnerable pupils in school, during partial or full closure

Pupils of Key Workers

Pupils where at least one parent is a key worker, will be offered a place in school.

Vulnerable Pupils

All vulnerable pupils are expected to attend school full time, during a partial or full school closure.

Vulnerable Pupils with a Social Worker

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/carer of children with a social worker does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Skelton Primary will explore the reasons for this directly with the parent/carer. Where parents/carers are concerned about the risk of the child contracting COVID-19, Skelton Primary or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

In all circumstances where a vulnerable child with a social worker does not take up their place at school, or discontinues, Skelton Primary will notify their social worker.

When a vulnerable child is asked to self-isolate, schools should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person.

Vulnerable Pupils with EHCP Plans

Some pupils due to their medical conditions and/or requirements of their EHCP's, may or may not be required to attend school full time. All risk assessments for pupils with EHCP plans are regularly updated to reflect the latest government guidance and individual pupil needs/contexts.

School Covid-19 Risk Assessment

Skelton Primary School is committed to ensuring the safety and wellbeing of all its students. Skelton Primary will continue to be a safe space for all children to attend and flourish.

The Headteacher / Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Skelton Primary will refer to the Government guidance for education and childcare settings on how to implement social distancing, the wearing of face coverings for staff and pupils in public spaces of schools and will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Please refer to the school Covid-19 risk assessment, which is regularly updated to reflect changing guidance and context.

Where Skelton Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss the concerns immediately with the Trust, to ensure compliance.

Please refer to the Trust and School Covid Addendum to the Behaviour Policy/Code of Conduct Policy and Trust and School Live Learning Policy.

Non-attendance of vulnerable pupils - communication and actions required

Skelton Primary will, when communicating with parents/carers, _confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available_.

Working with social workers, key workers and other local partners where relevant to each pupil, Skelton Primary _will follow up with a daily phone call to parents/carers and pupils and/or a home visit, for any vulnerable pupils who do not attend school. This includes where the school and/or social worker/key worker/local partner are aware of the reason for the absence_. See Appendix 1 for HLT suggested script. Communication must be recorded on CPOMS/individual pupil plans. _These phone calls will be focused on the welfare of the pupils in addition to supporting and monitoring engagement with online learning._

Where concerns for pupils arise, the DSL will consider any referrals as appropriate, following all school, Trust and local authority policy and procedures.

If unable to make contact with child/family, where the child is already known to a social worker, local partner or organisation, immediately contact the social worker/key worker/local partner to see if they can support the child/family to make contact with the school and verify wellbeing.

For any child where no contact has been made, this must be reported/discussed with the DSL and referrals to CSC and/or 101 actioned if appropriate. The timescale will depend on the vulnerability and circumstances of the child but must not exceed one week.

Any pupils for whom there has been no contact after a week the DSL will need to call 101 to report concerns. As such, please check on Monday's / Friday for children who haven't taken a phone call, try one last time and if there is still no answer please call 101 and let the police know that you have been unable to make contact and therefore safeguard them.

4. Supporting pupils expected not to be in school during partial or full closure

Skelton Primary is committed to securing high quality education provision and to ensure the safety and wellbeing of all its children and young people.

Skelton Primary 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 Skelton Primary need to be aware of this in setting expectations of pupils' work when they are at home.

Skelton Primary will make contact with all pupils at least once per week, to support and monitor engagement with online learning and to support mental health and wellbeing.

A spreadsheet will track pupil engagement and progress in learning by subject. If pupil engagement and progress is a concern, following two weeks of remote learning, the pupil will be considered a vulnerable learner and offered a full time place in school.

Where safeguarding concerns for pupils arise, the DSL will consider any referrals as appropriate, following all school, Trust and local authority policy and procedures.

5. Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: Hannah Smithson

The Deputy Designated Safeguarding Lead is: Claire Bayliss and Catherine Bromley

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 coordinating safeguarding on site, who has received DSL training. This might include updating and managing access to the child protection online management system, CPOMS (or equivalent), 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 Skelton Primary 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.

6. Reporting a Safeguarding Concern

Where staff have a concern about any child, they should continue to follow the process outlined in the school and Trust Safeguarding and Child Protection Policy, this includes making a report via CPOMS (or equivalent), which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS (or equivalent), from home, they should email the Designated Safeguarding Lead and Headteacher / Principal. 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 any adult working with children in the school, including supply/temporary staff and volunteers, they should immediately report the concern to the School's Headteacher / Principal in the first instance. Concerns around the Headteacher / Principal should be directed to the Chair of Governors: Judith MacDermot.

The Multi-Academy Trust will offer support in the process of managing allegations.

7. Safeguarding Training and Induction

All DSL's and Deputy DSL's have had up-to-date training and refresher training.

All existing school staff and initial teacher trainees are expected to 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 supply teachers, trainee teachers or volunteers they will be provided with a safeguarding induction by Skelton Primary.

Upon arrival, the Trust's new starter checklist will be completed by Skelton Primary, signed off as completed and a copy retained.

For movement within the Trust, schools should ensure that the member of staff has received the appropriate safeguarding training and induction and the new starter checklist completed.

8. Safer Recruitment - New staff/Supply Staff/Volunteers/Contractors and Movement of Staff

It remains essential that people who are unsuitable are not allowed to enter the school's workforce or gain access to children. When recruiting new staff, volunteers etc, Skelton Primary will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections detailed in Part 3 of Keeping Children Safe in Education (2020), the Trust's Recruitment and Selection Policy and Procedure and the Trust's Safeguarding and Child Protection Policy.

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, which will be followed if face-to-face contact is not possible. The applicant must however present the original versions of the documents on or before their start date and these must be cross-referenced against the scanned documents already provided.

If staff are deployed from another education or children's workforce setting to our school, we will continue to follow school procedure and 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 Skelton Primary are utilising supply staff or volunteers, we will continue to follow the checking and risk assessment process as set out in school policy, Trust policy and in Keeping Children Safe in Education 2020. Under no circumstances will a volunteer, supply member of staff, visitor or contractor who has not been checked be left unsupervised or be allowed to work in regulated activity.

For all supply members of staff and contractors, the Trust's third party checklist will be completed and supplied to Skelton Primary by the employer supplying them, which indicates all the necessary pre employment checks have been completed and the date when they were undertaken.

Skelton Primary will continue to follow their 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 in KCSIE (2020).

Skelton Primary will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE (2020) 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 supply staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Skelton Primary will continue to keep the single central record (SCR) up to date as outlined in KCSIE (2020).

9. Online Safety for Staff and Staff Code of Conduct

Skelton Primary will continue to provide a safe online environment for staff and pupils, in accordance with Trust and school Safeguarding and Child Protection Policy, Trust Live Learning Policy and the Trust Code of Conduct Policy. Updated information, advice and guidance is regularly issued to staff, to support the school community to stay safe online.

The UK Safer Internet Centre's professional online safety helpline provides support for the children's workforce with any online safety issues they face. The principles set out in the guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium continue to be followed, to ensure staff code of conduct policies are robust and effective.

Please refer to the Hope Learning Trust Live Learning Policy and Remote Learning Guidance, to ensure a safe and effective learning environment for staff and pupils.

10. Pupils and Online Safety

It is important that all staff who interact with children and young people, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the school and Trust Safeguarding and Child Protection Policy and where appropriate and following school policy, referrals should still be made to children's social care and as required, the Police.

It is important for pupils to know how to stay safe online, how to report harmful or upsetting content, in addition to recognising bullying, peer-on-peer abuse and online abuse, when undertaking remote learning.

Please refer to the Hope Learning Trust Live Learning Policy and Remote Learning guidance, to ensure a safe and effective learning environment for staff and pupils.

11. Peer-on-Peer Abuse

Where a school receives a report of peer on peer abuse, they will continue to follow the principles as set out in KCSIE and of those outlined within the school and Trust Safeguarding and 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/ CP file and appropriate referrals made.

12. Supporting children not in their home school and welfare and child protection information

For those children who are attending another setting, Skelton Primary will do whatever it reasonably can to provide the receiving school with any relevant welfare and child protection information.

For looked-after children, any change in school should be led and managed by the Virtual School Headteacher with responsibility for the child. The receiving school should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum, the receiving school should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). Whilst schools must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found in KCSIE (2020).

13. Safeguarding support from the Multi-Academy Trust for DSL's and all other staff

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. The Trust will ensure all schools enable statutory safeguarding training and safeguarding updates to take place for DSL's and all staff. This includes, accessing Child Protection files securely from home for the purpose of quality assurance, support, guidance and direction. The MAT will also ensure there are regular group and individual supervision sessions for DSL's. This may take the form of an online meeting.

Appendix 1

Follow up conversation with any parent or carer who has arranged care in school for their child(ren) and the child(ren) subsequently do not attend.

During your conversations, you could use language such as:

- *Hello, this is Skelton Primary school, this is just a courtesy call to see how ***** is, as we have a duty of care towards them as they are one of our pupils.*
- *Would it be possible to speak with them? (it is important that we speak to the pupil to make sure that they are OK, as they are our concern).*
- *Please don't be offended if you continue to receive calls over the coming weeks, but it's something we have to do due to our duty of care.*

Please do not use language asking if they have had 'enough of the situation' etc, as it is most likely that we will not be able to resolve these problems.

If some parents say that they do not want to be called, then please be firm and tell them politely that this is something that we have to do in order for us to confirm that the child is safe. If the parent states that they just won't answer, please let them know that if we have concerns about the pupil / student and cannot get any contact with home, then we have to take this forward by calling 101. This isn't a threat, but it is the reality of the situation we are in.

Where safeguarding and child protection concerns for pupils arise, the DSL will take immediate action, following all Trust, School and Local Authority safeguarding and child protection policy and procedure.

If unable to make contact with child/family, where the child is already known to a social worker, local partner or organisation, immediately contact the social worker/key worker/local partner to see if they can support the child/family to make contact with the school and verify wellbeing.

For any child where no contact has been made, this must be reported/discussed with the DSL and referrals to CSC and/or 101 actioned if appropriate. The timescale will depend on the vulnerability and circumstances of the child but must not exceed one week.

Any pupils for whom there has been no contact after a week the DSL will need to call 101 to report concerns. As such, please check on Monday's / Friday for children who haven't taken a phone call, try one last time and if there is still no answer please call 101 and let the police know that you have been unable to make contact and therefore safeguard them.