



# **COVID-19 school closure arrangements for Safeguarding and Child Protection**

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 Winslow Church of England Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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**Key contacts**

<b>Role</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
Designated Safeguarding Lead (Headteacher)	<b>Cazz Colmer</b>	<b>07546314140</b>	<b>head@winslow.bucks.sch.uk</b>
Designated Safeguarding Lead (Asst. Headteacher)	<b>Tracy Thomas</b>	<b>07931656677</b>	<b>tthomas1@bucksgfl.org.uk</b>
Chair of Governor	<b>David Shaw</b>	<b>tbc</b>	<b>dshaw5@bucksgfl.org.uk</b>
Safeguarding Governor	<b>Terry Capstick</b>	<b>tbc</b>	<b>tcapstick@bucksgfl.org.uk</b>

From Monday 23 March 2020 Bucks CC will operate a 'safe and well' locality based service. The Aylesbury base is headed up by: Hero Slinn (SEND) and Christine Preston

The School Leaders' Well-being Support and Advice Line is available:

01296 383 219

The Senior Educational Psychologist – Aylesbury is Jenny Feeney

[Jenny.Feeney@buckinghamshire.gov.uk](mailto:Jenny.Feeney@buckinghamshire.gov.uk)

### **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 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.

Winslow Church of England 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: Cazz Colmer (headteacher). 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 Winslow Church of England School will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Winslow Church of England School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Winslow Church of England School will encourage our vulnerable children and young people to attend a school, including remotely if needed. and the DSLs will maintain regular contact with any Family Support workers or Social Workers involved with these children

An A4 sheet will be completed for each child who currently has a Family Support Worker or Social Worker, with details of contact numbers for easy referral and in case of deployment to another setting.

### **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. Winslow Church of England School and social workers will agree with parents/carers whether children in need should be attending school – the school will then follow up on any pupil that they were expecting to attend, who does not.

To support the above, Winslow Church of England School will ensure all emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. The DSLs will maintain regular contact with any Family Support workers or Social Workers involved with our vulnerable children

The headteacher will complete the online form for the DfE and LA on a daily basis, giving details of the children of critical key workers and any vulnerable children, providing a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

### **Designated Safeguarding Lead**

Winslow Church of England has two joint Designated Safeguarding Leads (DSL) Mrs Cazz Colmer (headteacher) and Mrs Tracy Thmoas (assistant Headteacher). The SENDCO has also received DSL training to support her role.

The optimal scenario is to have a trained DSL (or deputy) available on site. However, this is not possible during the current lockdown; therefore both DSLs will be available on their phone and email; all staff have their mobile numbers.

They will continue to coordinate safeguarding on site, and as required liaise 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. The DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

A member of the SLT will be on site every day to deal with any immediate safeguarding concerns in the absence of one of the joint DSLs.

### **Reporting a concern**

The DSLs will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

The DSLs will ensure that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of all students within Winslow Church of England School and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

Staff should complete the usual green safeguarding form (a blank form has been sent to all staff electronically) and return this to both DSLs; the form will be saved; it will be dealt with it as usual, action taken will be recorded and the situation monitored by the teacher and DSL as appropriate.

We recognise the importance of all staff acting immediately on any safeguarding concerns during this period where families are more vulnerable than usual

Where staff are concerned about an adult working with children in the school, they should use a green form to 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: David Shaw

### **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.

Staff received their 3 yearly Safeguarding training in September 2018 and a yearly refresher in September 2019. The DSL will 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 the school, they will continue to be provided with a safeguarding induction.

There is no expectation that a new DBS check should be obtained where a member of another setting is helping us to support the care of children during school closure. Assurance from their current employer is sufficient, rather than requiring new checks.

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.

If our own staff have to move to another setting during this period they will only need 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, Winslow Church of England School will continue to follow the relevant safer recruitment processes 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 Winslow Church of England 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.

Winslow Church of England 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.

Winslow Church of England 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](mailto: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, Winslow Church of England 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**

Winslow Church of England 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. When working online with pupils, the same principles as set out in the school's staff code of conduct should be followed. This includes acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

During School Closure, contact with children will be via class dojo, and other online platforms where learning is set: My Maths, Purple Mash and Education City. Parents are fully aware of the work that is being set for pupils and have been asked to monitor their child's screen time (see March 2020 newsletter).

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

### **Supporting children not in school**

Winslow Church of England School is committed to ensuring the safety and wellbeing of all its Children and Young people. The school will share safeguarding messages on its website and via Class Dojo.

All teachers are responsible for maintaining contact with the children in their class, offering care and support. They will contact the vulnerable children in their class on a regular basis (including weekly or more often for the most vulnerable). This may be through class dojo, on the phone or by email. The pastoral leader (Young Carers) and specialist LSA will also make regular contact with children they normally support in school.

Where the DSL identifies a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person and details of this plan

are recorded including: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Winslow Church of England School and its DSLs 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.

Winslow Church of England 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 are aware of this in setting expectations of pupils' work where they are at home.

The government guidance [mental health and behaviour in schools](#) will be referred to in order to support mental health issues that can bring about changes in a child's behaviour or emotional state, which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Further advice on support can be found on schoolsweb at <https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-mental-health-and-well-being/>

### **Supporting children in school**

Winslow Church of England School is committed to ensuring the safety and wellbeing of all its students. It 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.

Winslow Church of England 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.

Winslow Church of England 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**

Winslow Church of England School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Winslow Church of England School recognises that during the period of school closure, children may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include:

Sexting

Online abuse

Peer-on-peer grooming

Distribution of youth involved sexualised content

Harassment

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 green forms of concern and appropriate referrals made

### **Children moving schools and colleges**

If any children are attending another setting, all relevant welfare and child protection information will be shared with that school. All relevant contacts, including social care contacts will also be shared with the school.

For looked-after children, any change in school must be led and managed by the Virtual School Head. The receiving school must be made aware of the reason the child is vulnerable and any arrangements in place to support them.

The receiving school will 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 is (and, for looked-after children, who the responsible Virtual School Head is). All medical information must be shared with the receiving school and suitable arrangements made for any children requiring medication to be administered. A risk assessment and protocol will be drawn up to cover individual cases. Contact telephone numbers will be shared with any receiving school. Wherever possible this will take place prior to the child arriving or as soon as possible following their arrival.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders must take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR this legislation does not prevent the sharing of information for the purposes of keeping children safe. School must follow the advice about information sharing that can be found at paragraphs 76-83 of KCSIE.

**All staff have been sent a copy of this addendum and will be kept up to date as it is revised. The revised policy will be placed on the school website.**

**If staff are working from home they will be asked to email confirming the above.**

Cazz Colmer, Headteacher

Policy Created: 31 March 2020 (slightly revised in accordance with Bucks CC Child Protection Annex 9 April 2020)

Adopted by FGB: April 2020

