



St Mary's CofE (Aided) Primary School, Pulborough

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy appendix

School Name: Policy owner: St Mary's CofE (Aided) Primary School, Pulborough

Date adopted: 1.4.2020

Date shared with staff: 1.4.2020

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home**.

This appendix of the St Mary's CofE (Aided) Primary School, Pulborough Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.

This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Samantha Copus	07711 311234 01798 872362	scopus@stmarysprimarypulborough.co.uk
Deputy Designated Safeguarding Lead	Hannah Turner	07950 812795	hturner@stmarysprimarypulborough.co.uk
Headteacher	Samantha Copus	07713 311234	scopus@stmarysprimarypulborough.co.uk
Chair of Governors	David Shepherd	07725 529393	David.Shepherd@clarionhg.com
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults – https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children’s – www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and CP during school partial closure.

Role	Name	Contact	Email
Deputy Headteacher	Natalia Gorecka	07375 640617	ngorecka@stmarysprimarypulborough.co.uk
School Business Manager	Janet Lees	07780 872270	jlees@stmarysprimarypulborough.co.uk
Senior Teacher	Luke Rogers	07840 120528	lrogers@stmarysprimarypulborough.co.uk

3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'*

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE

All DfE COVID-19 guidance is found here;

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Covid-19 safeguarding update here;

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Local Authority

All updates to schools are sent via the Director of Education.

<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

4. Capacity of DSL in our school;

The school has timetables that a DSL will be on site or accessible by telephone at all times.

(e.g.; optimal scenario available on site, DSL or deputy available to be contacted via phone or online video, what happens if neither available, upskilling staff, schools to school contingency plans, notifying staff daily re lead contacts)

St Mary's CofE (Aided) Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Samantha Copus

The Deputy Designated Safeguarding Lead is: Hannah Turner

Contact details for these are;

Role	Name	Contact	Email
Head teacher	Samantha Copus	07711311234 (mobile) 01798872007 (Work)	scopus@stmarysprimarypulborough.co.uk
Senior Teacher	Hannah Turner	07950 812795	hturner@stmarysprimarypulborough.co.uk

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records
Liaising with the offsite DSL (or deputy)
- Undertaking risk assessments for all pupils as necessary
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children in need
carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

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.

The DSL training dates for our staff are:

Name of staff member	Type of training and date of issue	Role in school
Samantha Copus	DSL update training through WSCC 24 th September 2019	Headteacher DSL
Hannah Turner	DSL update training WSCC 12.6.2020	Senior Teacher Deputy DSL

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

State what your school will do when;

New staff are recruited – If new staff are recruited full induction training will be given at the time of starting. We have no one new pending.

New volunteers – we are not accepting volunteers during the COVID-19 outbreak.

Safeguarding induction – This will happen with school induction when the new member of staff starts. We have no one new pending.

If staff deployed from another education or children's workforce setting to our school – full induction would be given if we were to go to this. There are no plans for this to happen.

Production of documents and suitability checks – This would be done in line with induction as normal procedures.

Providing staff with key information, policy and procedures – This is being done by email and Whatsapp groups to keep communication going. DSL's are using CPOMS to keep updated with individual children.

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

St Mary's CofE (Aided) Primary School, Pulborough 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).

7. Disclosure and Barring

St Mary's CofE (Aided) Primary School fully adheres to LA Model Safer Recruitment Policy as outlined here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

Please see the Child Protection and Safeguarding Policy September 2019 for our current practice for DBS, other appropriate checks for all staff and SCR.

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

<https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs-who>

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with an 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

St Mary's CofE (Aided) Primary School, Pulborough will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

Name Samantha Copus Headteacher

St Mary's CofE (Aided) Primary School, Pulborough will encourage our vulnerable children and young people to attend a school, including remotely if needed.

9. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases. During this period St Mary's CofE (Aided) Primary School, Pulborough will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

St Mary's CofE (Aided) Primary School will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

St Mary's CofE (Aided) Primary School will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

St Mary's CofE (Aided) Primary School, Pulborough is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

St Mary's CofE (Aided) Primary School, Pulborough will refer to all Government guidance and local 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.

A carefully plotted timetable is running on a week by week basis and all staff know that they can be called into work. Locality Heads are in touch if staffing in any school becomes an issue.

12. Supporting children not in school

St Mary's CofE (Aided) Primary School, Pulborough is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

We are doing the below to safeguard vulnerable pupils in line with DfE COVID-19 guidance and local practices:

- Identification of need for vulnerable pupils
- Engagement and liaison with lead partners
- School as lead agency and checking in with social workers and family support workers
- Risk assessments
- Communication of plans
- Recording of above on CPOMS and in safeguarding files
- Keeping the child at the centre of conversations and actions

13. 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.

We are completing the DfE sign in procedure on a day to day basis which shows the number of key worker children, vulnerable children and children with an EHCP.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and St Mary's CofE (Aided) Primary School, Pulborough will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

- Awareness of all staff in school to the needs of this child through cpoms and conversation with those that need to know
- Training and CPOMS as to what the child needs
- Conversations with the teams on a day to day basis
- Staff are reminded of the need to report any concern immediately and without delay to the DSL on site or the Headteacher after this
- Process for referring concerns and then logging with relevant paperwork in filing cabinet and on cpoms
- Concerns around the Headteacher to be directed to the Chair of Governors through the Whistleblowing policy on the website
- Concerns around staff to the LADO

15. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working on site.

16. Children and online safety away from school and college

St Mary's CofE (Aided) Primary School, Pulborough will adhere to the following substantive policies;

Esafety/online safety
Child Protection and Safeguarding
Staff code of conduct

In addition to this we will:

Using external providers
Pre-recorded streamed sessions, webinars and platforms
Accessibility for families to levels of technology and have ensured that this is not a barrier to groups of children's learning.
Print packs of resources for families where needed
Be aware of the health and wellbeing of pupils accessing IT or online-based learning
Impact on the health and wellbeing of the staff members.
Alternative non-IT reliant resources
Supporting and signposting parents

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17. Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>