

Springwood Infant and Junior School Federation

BELIEVING IS ACHIEVING



Springwood Federation Covid CP Addendum Policy

Statutory Policy

Approved By: **Governing Body**

Effective Date: **January 2021**

Review By: **January 2022**

**Stay Safe,
Treat Others How You Wish to be Treated,
Try Your Best and be Proud**

COVID–19 School Closure Arrangements for Safeguarding and Child Protection at The Federation of Springwood Infant and Junior School

Temporary Child Protection Policy Addendum

(This reviewed policy addendum is effective from 4th January – 13th February 2020)

Context

Previously, from 20th March 2020, parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who could not be safely cared for at home.

FEDERATION OF SPRINGWOOD INFANT & JUNIOR SCHOOL	
Executive Headteacher: Jo Livingstone	
Drafted by:	Model Policy reviewed by JL and CS Based on government guidance updated on 1.4.2020 (Coronavirus (COVID-19):guidance on vulnerable children and young people (DfE and PHE) Updated January 2021
Discussed by staff:	March 2020 and January 2021
Approved by:	Staff and governors on
Implementation:	April 2020 with further refinements January 2021
Review:	February 22nd 2021

“Stay Home, Protect the NHS and Save Lives”

Schools and all childcare providers were also asked to provide care for children who are considered to be vulnerable.

There was a wider opening to key year groups in June and all children returned to school from September 2020.

Due to rapidly rising case numbers and new strain of the virus, schools were once again asked to partially close from 5th January 2021 and to only remain open only for vulnerable children and those children of workers critical to the COVID-19 response who could not be safely cared for at home. Guidance can be found: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> regarding attendance.

This addendum of the Federation of Springwood Infant and Junior Schools' Child Protection and Safeguarding Policies contains details of our individual safeguarding arrangements in the following areas:

- **Key Contacts**
- **Vulnerable Children**
- **Attendance Monitoring**
- **Designated Safeguarding Lead**
- **Reporting a Concern**

- **Safeguarding Training and Induction**
- **Safer Recruitment**
- **Online Safety**
- **Supporting Children not in School**
- **Supporting Children in School**
- **Peer on Peer Abuse**

Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Jo Livingstone	02392258011	j.livingstone@springwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Charlotte Stevenson	02392258011	c.stevenson@springwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Tracy Coltman	02392258011	t.coltman@springwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Vicky Cooper	02392258011	v.boulain@springwood-inf.hants.sch.uk
Deputy Designated Safeguarding Lead	Lyn Hayes	02392258011	l.hayes@springwood-inf.hants.sch.uk
Chair of Governors	Stuart Warren	07955844047	stuart.warren2@baesystems.com
Safeguarding Governor	Angela Jones	023 9225 1678	angerobjones@hotmail.com
School Improvement Manager	Caroline Wilkins	07801403740	Caroline.Wilkins@hants.gov.uk
LADO	Barbara Piddington	01962 876364	Barbara.piddington@hants.gov.uk child.protection@hants.gov.uk
Early Help Hub	Rebecca Reeve	023 9244 1454 Duty line: 023 9247 5503	rebecca.reeve@hants.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 Care Plans.

At Springwood, we have included those who have a social worker (have a Child Protection Plan or a Child in Need Plan), those open to the Family Support Service 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 meeting the definition in Section 17 of the Children Act 1989.

We know that some families need more support than others and that attending education settings is an important protective factor for children receiving support from a social worker. We want to prioritise supporting those most in need at this difficult time.

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 with EHC Plans can safely remain at home.

If the local authority has not yet issued an EHC plan for a child, then they will not automatically fall within the definition of 'vulnerable children' for the purposes of attendance at school during the COVID-19 outbreak. However, their educational setting and local authority have discretion to undertake a risk assessment and offer support if that is needed.

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 DSLs know who our most vulnerable children are. They have the flexibility to offer a place to those who have not specifically met criteria for receiving children's social care support but who are vulnerable.

The Federation of Springwood Infant and Junior Schools will continue to work with and support children's social workers to help protect vulnerable children (all DSLs). This includes working 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 Vicky Cooper (designated Teacher for Looked After Children).

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 severe 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 The Federation of Springwood Infant and Junior Schools will explore the reasons for this directly with the parent.

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

The Federation of Springwood Infant and Junior Schools will encourage our vulnerable children to attend school. We will maintain regular contact with our vulnerable children and their parents/carers. We will complete a weekly return to the Local Authority to inform them which children have attended school and any reasons for non-attendance.

The Federation of Springwood Infant and Junior Schools will ensure that any updated advice or arrangements from the Local Authority are followed and shared as appropriate.

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.

The Federation of Springwood Infant and Junior Schools and social workers will agree with parents/carers whether children in need should be attending school. If a parent/carer of a vulnerable child does not take up the provision, The Federation of Springwood Infant and Junior Schools will contact them regularly to review

and encourage the child's attendance. Additionally, under Government guidance, there are increased expectations for completion of remote learning and regular feedback from teachers.

The Federation of Springwood Infant and Junior Schools will follow up on any child/children that we were expecting to attend, who does not and on those who do not submit remote learning daily.

To support the above, The Federation of Springwood Infant and Junior Schools will confirm emergency contact numbers are correct and ask for any additional contact numbers where they are available.

In all circumstances where a vulnerable pupil (who has a social worker) does not take up their place at school, does not engage in remote learning or discontinues, The Federation of Springwood Infant and Junior Schools will notify the social worker.

Springwood Federation of Infant and Junior School have previously maintained provision for children of workers critical to the COVID-19 response and vulnerable children over the Easter holidays and May half term. We will encourage vulnerable children who have a social worker to continue to attend during the Easter holidays and May half term, so long as they do not have underlying health conditions that puts them at severe risk. This will be reviewed in time for the February half term.

Designated Safeguarding Lead

The Federation of Springwood Infant and Junior Schools has a Designated Safeguarding Lead (DSL) and four Deputy DSL's.

The Designated Safeguarding Lead is: Jo Livingstone

The Deputy Designated Safeguarding Leads are: Charlotte Stevenson, Tracy Coltman, Vicky Cooper and Lyn Hayes.

The intended provision is to have a trained DSL or DDSL available on site. Where this is not the case, a trained DSL or DDSL will be available to be contacted via telephone.

Where a trained DSL or DDSL is not on-site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to our online safeguarding management system, CPOMs and liaising with the offsite DSL or DDSL and, as required, liaising with children's social workers where they require access to vulnerable children and / or to carry out statutory assessments at school.

It is important that all staff at The Federation of Springwood Infant and Junior Schools have access to a trained DSL or DDSL. Staff on site will be made aware of who that person is each day and how to contact them.

The DSL will continue to engage with social workers and attend all multi-agency meetings remotely.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy, this includes logging information in 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 DSL and/or DDSL.

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 report this 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.

Any concerns about the headteacher should be directed to the Chair of Governors, Stuart Warren.

Safeguarding Training and Induction

Any training will take place virtually.

For the period COVID-19 measures are in place, a DSL or DDSL who has been trained will continue to be classed as a trained DSL or DDSL (even if they miss their refresher training).

All existing school staff have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

If any new staff are recruited to The Federation of Springwood Infant and Junior Schools, they will continue to be provided with a safeguarding induction. Volunteers will not be used during this closure.

If staff are deployed from another education or children's workforce setting to our federation, 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 our child protection and safeguarding policies, confirmation of local processes and confirmation of DSL arrangements.

Safer Recruitment 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, The Federation of Springwood Infant and Junior Schools will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE) (2020).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance of standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

The Federation of Springwood Infant and Junior Schools will not utilise volunteers during the closure.

The Federation of Springwood Infant and Junior Schools 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 in paragraph 163 of KCSIE.

The Federation of Springwood Infant and Junior Schools 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 will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Federation of Springwood Infant and Junior Schools will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

Online Safety in School

Where pupils are using computers in school, appropriate supervision will be in place.

Children and Online Safety Away from School

Regular guidance will be provided to parents and children regarding online safety around remote learning.

It is important that all staff who interact with children, including online, continue to look out for signs that 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 and the Blended Learning approach should follow the same principles as set out in the Code of Conduct.

The Federation of Springwood Infant and Junior Schools will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

We are not promoting live streaming as it may cause difficulties for some families and result in inequalities for some of our pupils. Staff may choose to record themselves reading a story or modelling key skills such as handwriting. The following should be considered:

- Staff must wear suitable clothing
- Any computers used should be in appropriate areas and there should be a plain background
- Staff must only use our school platforms (email, website and blogs) to communicate with pupils
- Language must be professional and appropriate

Supporting Children Not in School

The Federation of Springwood Infant and Junior Schools are committed to ensuring the safety and well-being of our pupils.

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, we will ensure that a robust communication plan is in place for that child.

The communication plan will include regular telephone contact and a record of all contact will be kept.

The Federation of Springwood Infant and Junior Schools and the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed weekly and where concerns arise, the DSL will consider any referrals as appropriate.

The federation has links to safeguarding information on the website.

The Federation of Springwood Infant and Junior Schools recognises that school is a protective factor for children, and the current circumstances can affect the mental health of pupils and their parents / carers. Teachers at The Federation of Springwood Infant and Junior Schools need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting Children in School

The Federation of Springwood Infant and Junior Schools is committed to ensuring the safety and well-being of all our pupils.

The Federation of Springwood Infant and Junior Schools will continue to be a safe place for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff-to-pupil ratios are appropriate, to maximise safety.

The Federation of Springwood Infant and Junior Schools 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.

The Federation of Springwood Infant and Junior Schools 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 and any concerns are recorded on CPOMs.

Where The Federation of Springwood Infant and Junior Schools has concerns about the impact of staff absence – such as our DSL, DDSL's, first aiders or paediatric first aiders – we will discuss them immediately with the Local Authority.

Peer on Peer Abuse

The Federation of Springwood Infant and Junior Schools recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer-on-peer abuse, we will follow the principles as set out in Part 5 of KCSIE (2020) and those outlined within our Child Protection Policy.

We will listen to and work with any child, parents / carers and any multiagency partner required to ensure the safety and security of that child.

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