



Carlisle & Hampton Hill Federation



Carlisle Infant School
COVID-19 SCHOOL CLOSURE
ARRANGEMENTS FOR
SAFEGUARDING & CHILD PROTECTION

This policy was reviewed:	Spring 2021
This policy was ratified by Full Governing Body (if applicable):	Spring 2021
This policy will be reviewed again:	Spring 2021
Governor committee responsibility:	Achievement & Families Committee
Statutory Policy?:	No

Contents

Context.....	3
Key contacts	3
Vulnerable children.....	4
Attendance monitoring.....	5
Designated Safeguarding Lead.....	5
Reporting a concern.....	6
Safeguarding training and induction.....	6
Safer recruitment/volunteers and movement of staff	7
Online safety	7
Supporting children not in school.....	8
Supporting children in school	9
Children moving schools	9
Mental health.....	9
Peer on peer abuse	10

Context

From 4th January 2021 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.

Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	David Wells	07947347731	dwells@carlisle.richmond.sch.uk
Designated Safeguarding Lead	Karen Hood	07764183329	k.hood@hamptonhill.richmond.sch.uk
Designated Safeguarding Lead	Vicki Trinder	07900560969	vtrinder@carlisle.richmond.sch.uk
Designated Safeguarding Lead /Headteacher/ Children looked after and previously looked after Lead	Zoe Brittain	07803908306	zbrittain@carlisle.richmond.sch.uk
Safeguarding Governor	Barbara Clifford		b.clifford@ hamptonhill.richmond.sch.uk
Chair of Governors	Billy Day		b.day@ hamptonhill.richmond.sch.uk
AfC Education Safeguarding Adviser	Linda Sheehan	07774686362	linda.sheehan@achievingforchildren.org.uk
AfC Adviser for Online Services and Safety	Peter Cowley	07595173975	peter.cowley@achievingforchildren.org.uk
AfC Virtual School Headteacher	Suzanne Parrott	07827895894	suzanne.parrott@achievingforchildren.org.uk

SPA: 020 8547 5008 **Out of Hours:** 020 8770 5000

LADO: 020 8891 7370

07774332675

lado@achievingforchildren.org.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 Leads 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.

CIS 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 Headteacher (VSH) for children looked-after and previously looked-after. The lead person for this will be: Zoe Brittain

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 CIS will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, CIS or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

CIS 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.

CIS and social workers will agree with parents/carers whether children in need should be attending school – CIS will then follow up on any pupil that they were expecting to attend, who does not. CIS will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, CIS 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, with a social worker, does not take up their place at school, or discontinues, CIS will notify their social worker.

CIS will complete the Government's [daily online attendance form](#) and supply any information regarding attendance requested by Achieving for Children.

Designated Safeguarding Lead

CIS has four Designated Safeguarding Leads (DSL).

The Designated Safeguarding Leads are: Zoe Brittain (Named Designated Safeguarding Lead) David Wells, Vicki Trinder and Karen Hood

The optimal scenario is to have a trained DSL available on site. Where this is not the case a trained DSL will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL 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 child protection files, updating Safeguarding log/ or the Corona school vulnerable pupil audit, liaising with the offsite DSL 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 school name staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. 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 the concern to the Lead Person in school who will contact the DSL. 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 regarding the Headteacher should be directed to the Chair of Governors: Billy Day

Bubble groups and Mobile Phone use in School

When children return to school, they will be in bubble groups with familiar staff from their year group. Movement around the school building needs limiting wherever possible. Therefore, staff are allowed to use their mobile phones to call ZB/DW/school office when they need support or first aid instead of sending a child to the office. Staff are reminded that mobile phones should not be used for any other purpose whilst with the children and that they must never use their phone to take photographs whilst in school or with the children.

Safeguarding training and induction

Face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID19 virus.

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

All existing school staff have had 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. Safeguarding will be a standing item for both SLT and weekly staff briefing.

Where new staff are recruited, or new volunteers enter CIS 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

Upon arrival, they will be given a copy of CIS' Safeguarding and 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, CIS will continue to follow the relevant safer recruitment processes, including relevant sections in part 3 of Keeping Children Safe in Education (2020).

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.

No volunteers will be allowed on site to work with children, during the period of school closure.

CIS 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 Keeping Children Safe in Education (2020).

CIS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education (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 staff will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, CIS will continue to ensure that all staff, volunteers and essential visitors sign in and out of the premises and will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 164 to 171 in Keeping Children Safe in Education (2020).

Online safety

CIS Online Safety Lead is: Zoe Brittain If the Online Safety Lead is unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

CIS will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

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 in line with the

Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

CIS will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Teachers can record messages and video which could then be posted on the website as part of our school response to online learning and supporting families during Covid-19.
- Teachers will offer a weekly Google meet session for all children in their class. DSLs will join these calls from time to time for monitoring purposes. If teachers are concerned that any aspect of the call could pose a safeguarding risk they will end the call and inform ZB/DW immediately.
- Teachers will inform ZB/DW which children have not joined the call or been in keyworker school and these families will be called to ensure we have weekly contact with all children.
- Staff must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- Language must be professional and appropriate, including any family members in the background.
- Videos intended for a wider audience e.g. school Facebook/ website or AFC news, should NOT include staff or children's names nor images of staff or children without prior consent and consultation with DSLs.

Supporting children not in school

CIS is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil 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 pupil. Any concerns should be shared with Zoe Brittain.

The communication plans can include: remote contact; phone contact; door-step visits as appropriate. Other individualised contact methods should be considered and recorded. CIS and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed weekly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and any communications to families.

CIS 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 CIS will take this into consideration when setting expectations of pupils' work where they are at home.

Supporting children in school

CIS is committed to ensuring the safety and wellbeing of all its pupils. CIS 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 including First Aid trained staff

CIS 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.

CIS 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 pupil.

Where CIS has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with our School Improvement Partner (SIP)

Children moving schools

If any pupils are temporarily attending other schools or transfer to another school, CIS will ensure that they provide the receiving school with all relevant welfare and child protection information.

Any change of school for children looked after will be led and managed by the Virtual School Headteacher with responsibility for the child.

CIS continues to have appropriate regard to data protection and GDPR and are aware that they do not prevent the sharing of information for the purposes of keeping children safe.

Mental health

CIS is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

CIS will ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site, through the pastoral care of staff.

CIS will continue to offer support to pupils who are not on site, this will be done remotely or by phone, either through the staff working and/or class teacher via ParentHub, email and the website. Regular communication will be in place through Google Classroom.

CIS will ensure that parents have contact details for appropriate support services such as KOOOTH; an online counselling and emotional well-being platform for children and young people <https://www.kooth.com/>

Peer on peer abuse

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

CIS will follow the principles as set out in part 5 of Keeping Children Safe in Education (2020) and our Safeguarding and 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 will be recorded using the school's procedure and appropriate referrals made.

Flowchart for Safeguarding Responsibility

Designated Safeguarding Lead-Zoe Brittain

Deputy Safeguarding Leads -David Wells, Vicki Trinder and Karen Hood

In the event of all the above-named people being unable to carry out their safeguarding responsibilities safeguarding concerns should be reported to Linda Holloway, Aoife Owens, Alysia Lewis.

All staff are reminded that they can ring SPA for advice should they need to in relation to Safeguarding. If this happens the member of staff contacting SPA should make a written record of the call and any action taken and ensure this is passed to one of the staff named above.