

## COVID-19 school closure arrangements for Safeguarding and Child Protection at Rectory Farm Primary School

School Name: Rectory Farm Primary School

Policy owner: Sarah Heslop

Date: April 2020

Date shared with staff: 2<sup>nd</sup> April 2020

### 1. Context

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 Rectory Farm Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Key Contacts
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Safer recruitment/volunteers and movement of staff
9. Online safety in schools
10. Children and online safety away from school and college
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer Abuse
14. Support from NPAT

### 2. Key contacts

Role	Name	Contact Number	E-mail
Designated Safeguarding Lead	Sarah Heslop	01604 411820	s.heslop@rfps.org.uk
Deputy Designated Safeguarding Lead	Suzanne Hughes Sam Llewellyn	01604 411820 01604 411820	<a href="mailto:s.hughes@rfps.org.uk">s.hughes@rfps.org.uk</a> s.llewellyn@rfps.org.uk
Headteacher	Sarah Heslop	01604 411820	s.heslop@rfps.org.uk
Chair of Governors	Jill Ramshaw	01604 401547	j.ramshaw@wfps.org.uk
Trust Safeguarding Leads	Julia Kedwards Mark Rapps	07766 490860 07849 962767	Julia.kedwards@npatschools.org mark.rapps@npatschools.org

### **3. 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.

Rectory Farm Primary 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: Samantha Llewellyn.

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 Rectory Farm Primary School will explore the reasons for this directly with the parent.

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

RFPS will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **4. 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.

RFPS and social workers will agree with parents/carers whether children in need should be attending school – RFPS will then follow up on any pupil that they were expecting to attend, who does not. RFPS 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, RFPS will, when communicating with parents/carers and 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 does not take up their place at school, or discontinues, RFPS will notify their social worker.

### **5. Designated Safeguarding Lead**

Rectory Farm Primary school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sarah Heslop

The Deputy Designated Safeguarding Leads are: Samantha Llewellyn and Suzanne Hughes

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 co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, MyConcern 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 or college.

It is important that all school staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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.

## **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via MyConcern, which can be done remotely.

In the unlikely event that a member of staff cannot access MyConcern from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received and updated.

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 follow the Trust Whistleblowing Policy and 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 CEO, Julia Kedwards.

NPAT will continue to offer support in the process of managing allegations.

## **7. 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 volunteers enter RFPS, 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

For movement within the Trust, schools should seek assurance from COO Ian Sharpe that the member of staff has received appropriate safeguarding training.

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.

## **8. 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, Rectory Farm 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).

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 RFPS are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE and the NPAT Covid-19 visitor in school update guidance. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

RFPS 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.

RFPS 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, school name will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety**

RFPS will continue to provide a safe environment, including online. Where students are using computers in school, appropriate supervision will be in place.

## **10. 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.

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

Where appropriate, DSLs in schools can use online communication in the form of video calling to check on the welfare of vulnerable children. When online technology is used in this way:

- The number of the call should always be withheld.
- DSLs should ensure that only platforms approved by NPAT are used to communicate with pupils and families. Schools should check for suitability with Julia Kedwards or Mark Rapps if planning to use an online platform for video calling.
- DSLs should also consider carefully their own location, ensuring that it is neutral and free from any potential distractions.
- All communication must be professional and appropriate.
- DSLs should record, the length, time, date and attendance of any sessions held.

## **11. Supporting children not in school**

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

Rectory Farm will refer to the Local Authority guidance for assessing safeguarding risks for all children and put in place systems for ensuring the school is taking appropriate action to minimise these risks.

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, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on MyConcern, as should a record of contact have made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Rectory Farm and its DSL 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.

The school will share safeguarding messages on its website and social media pages. Rectory Farm will ensure parents are clear on how they are able to contact the school during this period. The 'Childline' contact number will be displayed on the front page of the website.

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

Rectory Farm 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 child and recorded on MyConcern.

## **12. Supporting children in school**

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

Rectory Farm will refer to the Local Authority guidance for assessing safeguarding risks for all children and put in place systems for ensuring the school is taking appropriate action to minimise these risks.

Rectory Farm 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.

Rectory Farm 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.

Rectory Farm will ensure that there is clarity on First Aid trained members of staff on site.

Rectory Farm 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 child and recorded on MyConcern.

Where Rectory Farm has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with Julia Kedwards, CEO.

## **13. Peer on Peer Abuse**

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

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 child, parents/carers and any multiagency partner required to ensure the safety and security of that child.

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

## **14.Support from NPAT Central Team**

Julia Kedwards (CEO) and Mark Rapps (School Improvement Leader) are the key points of contact during this period for all issues relating to safeguarding.

A file 'Safeguarding Vulnerable Children' has been added to the Headteacher and DSL Teams on Office 365. Regular updates will appear in documents within these Teams, with guidance and advice from the DfE and Local Authority added to the appropriate folders.