

Annex 1



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Raunds Park Infant School**

Document Control Table

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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 Raunds Park Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Lisa Jeffery	01933622415	head@park-inf-raunds.northants-ecl.gov.uk
Deputy Designated Safeguarding Leads	Julia Underwood	01933622415	senco@park-inf-raunds.northants-ecl.gov.uk
Principal	Lisa Jeffery	See above	
NET Lead DSL	Stephanie Awbery	07851 259332 Safeguarding phone	sawbery@stanwickprimary.org.uk
Chair of Governors	Debbie Threadgold	Via school office	dthreadgold@neneeducationtrust.org.uk
Safeguarding Governor / Trustee	As above		

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.

Raunds Park 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: Lisa Jeffery

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 increased 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 Raunds Park will explore the reasons for this directly with the parent.

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

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

Raunds Park will remain vigilant and responsive to all safeguarding threats and ensure vulnerable children are safe, in particular whilst they are learning remotely.

Attendance monitoring

Raunds Park will be expected to continue to record attendance in the register and follow up on absences of the children who are expected to be in school but where a parent wishes for their child to be absent.

If Raunds Park has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

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

HOW WILL THIS LOOK?

To support the above, Raunds Park 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, Raunds Park will notify their social worker.

Designated Safeguarding Lead

Raunds Park school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Lisa Jeffery

The Deputy Designated Safeguarding Lead is: Julia Underwood

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 Raunds Park staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact 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 Policy, this includes making a report via MyConcern which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead, Principal and the NET Lead DSL (Stephanie Awbery). This will ensure that the concern is received.

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 use MyConcern to report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the CEO: Chris Hill.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

DSL training is very unlikely to take place 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 (2020). 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 Raunds Park, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our provision, 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 the previous school 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.

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, Raunds Park 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 (2020) (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 Raunds Park are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Raunds Park 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.

Raunds Park will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per 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/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Raunds Park will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

Pupil wellbeing and support

Raunds Park will maintain good working relationships with their families, monitor the children's wellbeing and support them where necessary. Children will show a variety of emotions in response to the Coronavirus outbreak and may be affected by anxiety and stress. This may particularly be the case for vulnerable children.

School name will provide a more focused pastoral support where issues are identified that the children may need help with, and external agencies will be used to support the children where appropriate. Parents will be made aware of who to contact in school should they need further support or have identified a new concern about mental health and wellbeing.

Raunds Park will continue to liaise with the school nursing team to support the children where needed and to identify further health and wellbeing needs.

Where there is a concern a child is in need or suffering or likely to suffer from harm, the school's DSL should follow the child protection policy.

Online safety in schools and colleges

Raunds Park 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.

Online teaching should follow the same principles as set out in the NET code of conduct.

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

Due regard will be given to 'Delivering remote education safely of **Restricting attendance during the national lockdown: schools**'

Further guidance is available to support online remote education in annex C of '**Keeping Children Safe in Education**' and '**safe remote learning**', published by SWGfL

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

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Student cameras and microphones should be off when joining lessons.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live lessons should be kept to a reasonable length of time, to take into account the needs of the lesson and wellbeing of those involved.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

Supporting children not in school

Raunds Park is committed to ensuring the safety and wellbeing of all its children and young people.

With the introduction of the [Restricting attendance during the national lockdown: schools guidance](#) and the 'Temporary Continuity Direction', it is evermore important that our children continue to be safeguarded.

Children who have difficulty engaging in remote education may be considered to be vulnerable children, therefore eligible to attend provision in person. This decision will be based on the needs of the child and their family, as well as a range of other factors.

Parents/carers of vulnerable children will be strongly encouraged to take up a place in the provision.

Raunds Park will contact the parent/carer of the 'vulnerable' child to ensure they are able to access the remote education support, and will regularly check that that are able to access this and if they may need further support.

All children that are classed as Vulnerable will have regular contact with the school to support them.

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.

If a child has a social worker the school will maintain regular contact with the family to ensure they have access to the support they need and any concerns within the family are supported as they arise. This contact should form part of the schools safeguarding risk assessment.

If a child has a social worker and they are asked to self-isolate, then the social worker should be informed. An agreement with the social worker and the school will be made on how best to support the child or young person.

Details of this plan must be recorded, as should a record of contact that has been made.

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

Raunds Park 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.

Raunds Park 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 Raunds Park need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Raunds Park is committed to ensuring the safety and wellbeing of all its students.

Raunds Park will continue to be a safe space for all children to attend and flourish. The SLT on-site will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Raunds Park 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.

Raunds Park 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.

Where Raunds Park has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust.

Peer on Peer Abuse

Raunds Park 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 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 multi-agency partner required to ensure the safety and security of that young person.

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

Support from the Multi-Academy Trust

The Multi-Academy Trust will provide support and guidance as appropriate to enable the DSLs to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.