

## **Annex 1**



# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Uplands Infant School**

**School Name: Uplands Infant School**

**Policy owner:** Rebecca Conway

**Date: 30/03/2020**

**Date shared with staff: 30/03/2020**

## **1. Context**

From 20<sup>th</sup> 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 Uplands Infant School 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
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Headteacher	Michelle Orton	07581089288	morton@uplands-inf.leicester.sch.uk
Chair of Governors	Khalid Mahmood	07533 849869	khalid.mahmood@sdsa.net
Safeguarding Governor / Trustee	Prabha Keshav	07476357369	pkeshav@uplands-inf.leicester.sch.uk

### Any individual school contacts:

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## 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.

Uplands Infant 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: Rebecca Conway.

Expectation for attendance:

- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable

Uplands Infant School will continue to notify social workers where children with a social worker do not attend. They will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't. To support the above, schools and colleges should take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. Uplands Infant School will contact all identified families for weekly check in's.

Families still need to follow the guidance for self-isolation:

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

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

Uplands Infant School 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.

If Uplands Infant School 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.

Uplands Infant School and social workers will agree with parents/carers whether children in need should be attending school – Uplands Infant School will then follow up on any pupil that they were expecting to attend, who does not. Uplands Infant School 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.

Parents and carers will not be penalised if their child does not attend educational provision.

Schools and colleges should resume taking their attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

### **HOW WILL THIS LOOK IN UPLANDS INFANT SCHOOL?**

To support the above, Uplands Infant School 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 does not take up their place at school, or discontinues, Uplands Infant School will notify their social worker.

### **Designated Safeguarding Lead**

Uplands Infant School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Rebecca Conway

The Deputy Designated Safeguarding Lead is: Michelle Orton

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 one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, 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.

Whatever the scenario, it is important that Uplands Infant School staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

The DSL (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school or college site via school or college phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

It is acknowledged that DSL training is unlikely to take place during this period (although the option of online training can be explored). For the period coronavirus 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.

DSLs (and deputies) should continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

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

Uplands Infant School will face unique challenges at this time, including as they welcome back more children. It is recognised that there may be an increase in safeguarding concerns as children return to school and staff should remain alert and immediately follow the usual procedures and protocols for safeguarding children.

### **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 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 Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. 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 a yellow form to 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 the Chair of Governors: Khalid Mahmood.

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 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 Uplands Infant School, 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, Uplands Infant School will seek assurance from Attenborough Learning Trust (ALT) HR Manager 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, Uplands Infant School 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.

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

Where Uplands Infant School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Uplands Infant School 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.

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

### **Online safety in schools and colleges**

Uplands Infant School 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.

Staff who are engaging with pupils/parents online have a responsibility to model safe practice at all times. Staff should ensure they are dressed appropriately whether working with small groups on site or via online engagement.

## **Children and online safety away from school and college**

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 trust code of conduct.

Uplands Infant School 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:

- 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- 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
- Staff should record, the length, time, date and attendance of any sessions held.

Wherever possible, staff should use school devices and contact children through WEDUC or the class email address. This ensures that the filtering and monitoring software of Uplands Infant School is enabled.

If staff need to contact a pupil or parent by phone and do not have access to a work phone, they will discuss this with a member of the senior leadership team and if there is no other alternative, will use caller withheld to ensure that the pupil/parent is not able to identify the staff member's personal details.

## **Supporting children not in school**

Uplands Infant School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 CPOMS, 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.

Uplands Infant School 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.

Uplands Infant School 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 Uplands Infant School need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

Uplands Infant School is committed to ensuring the safety and wellbeing of all its students.

Uplands Infant School 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.

Uplands Infant School 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.

Uplands Infant School 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 CPOMS.

Where Uplands Infant School 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.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however they should try to be visible/audible to another appropriate adult within the vicinity. A signed record should be kept of all intimate and personal care tasks, where they were undertaken and the time. Any changes to a child's individual care plan should be made in writing and without delay eg staff shortages, change to rotas etc. Intimate and personal care should be carried out by a familiar adult that has been checked against the relevant DBS barred list and are permitted to engage in intimate or personal care.

### **One to One Situations**

During the current school closures the DFE suggests that if there is only one vulnerable child, or child of a critical worker, the school should consider closing and liaise with the local authority to identify alternative provision. If the school must remain open with only one or two children, there should be more than one member of staff to meet the fire safety, first-aid, supervision and other emergency procedures. Uplands Infant School will keep pupil numbers under constant review and ensure that staff are not lone working. All staff are aware of the relevant risk assessments and procedures whilst on site.

### **Home Visits**

In the current situation, staff from Uplands Infant School may undertake welfare visits. Senior leaders will take into account advice from the local authority when deciding whether these home visits are proportionate and desirable. Staff will undertake home visits with a colleague and will always try to give parents/carers advance warning of a welfare visit- unless there is good reason not to. If the welfare visit is regarding a child under children's social care then a Designated Safeguarding Lead should undertake the visit. The purpose of the visit should be clarified and staff should be aware of the circumstances in which emergency services or partner agencies should be contacted. Staff should be clear of the actions they will need to take if it is believed that a child or parent is at risk of immediate harm. During visits, social distancing will be observed at all times and except in an emergency, the home will not be entered without parent/carers consent.

### **First Aid and Medication**

Where possible a member of staff trained in first aid at work will be on site. However, if the school does not have a trained first aider on site during Covid-19 then the senior leadership team will identify a senior member of staff on site each day to lead on any crisis or serious incident including the provision of first aid. This decision will be supported by a risk assessment taking into account the number of staff, children, visitors to site, proximity of emergency services, other risks presented. Risks should be minimised as much as possible eg not undertaking adventurous activities. Staff whose training is about to or has expired since 16<sup>th</sup> March 2020 have an extended three month period approved by the HSE for renewal.

At Uplands Infant School we will aim to have one member of staff trained in paediatric first aid on the school site whilst children are present.

### **Peer on Peer Abuse**

Uplands Infant School 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 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 CPOMS and appropriate referrals made.

### **Mental health**

At Uplands Infant School we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents.

We will identify children who might need additional support, and put this support into place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils and students in the current circumstances can include existing provision in the school or from specialist staff or support services.

Teachers should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.

### **Children and online safety away from school and college**

Uplands Infant School is doing what they reasonably can to keep all their children safe. Whilst more children return to school, others will continue to stay at home and, in many cases, will be continuing to engage with the school online.

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 continue to be made to children's social care and as required the police.

In cases where children are not attending school, or engaging with their teacher online, this will be followed up by phone calls home.

### **Updated contact lists**

During this period, updated contact lists for key services is located in the SLT drive under safeguarding. A member of SLT, who are all trained DSL's, can access these as required.