

# THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



## ADDENDUM TO THE CHILD PROTECTION & SAFEGUARDING POLICIES DURING COVID 19 EMERGENCY PROCEDURES

Date Agreed: March 2020

Review Date: September 2020

Signed: \_\_\_\_\_

Chair of Board of Governors

The Federation of Nettlestone & Newchurch Primary Schools

## Addendum to Child Protection Policy during the Covid-19 emergency procedures

Created by	KJH/BE	Monitored by	FGB
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### 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. For a definition of critical workers please see <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

This addendum of the Federation of Nettlestone & Newchurch Primary School's Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role Name	Name	Email
Designated Safeguarding Lead	Kirsty Howarth	headteacher@newchurchprimaryschool.co.uk
Deputy Designated Safeguarding Lead	Anna Jacobs	headofschool@nettlestoneprimaryschool.co.uk
Deputy Designated Safeguarding Lead	Jo Payne	headofschool@newchurchprimaryschool.co.uk
Deputy Designated Safeguarding Lead	Caroline Martin	caroline.martin@newchurchprimaryschool.co.uk
Co-Chair of Governors	David Botell	chair@newchurchprimaryschool.co.uk
Co-Chair of Governors	Ian Watterson	i.watterson@newchurchprimaryschool.co.uk
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Area Manager	Natalie Smith	natalie.smith2@hants.gov.uk
Primary Phase Inspector	Matthew Rixon	matthew.rixon@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 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 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 deputies) 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.

At this time we 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. Currently we do not have any looked after children at Nettlestone Primary School and so the lead person for this will be our Designated Teacher for Looked After Children, Jo Payne as she has the remit for dealing with looked after children at Newchurch Primary School.

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 Designated Safeguarding Leads will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, The Designated Safeguarding Leads or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

### **Attendance monitoring**

During the period where the school is officially closed Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance. Senior Leaders and social workers will agree with parents/carers whether vulnerable children in should be attending school but where it is safe to do so and the social worker is in agreement the advice from Public Health England will be followed and children will remain at home.

A daily register of expected attendance will be compiled for each school. Staff will then follow up on any pupil that they were expecting to attend, who does not as per usual first day response protocols.

To support the above, staff 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.

### **Designated Safeguarding Lead**

The Federation of Nettlestone & Newchurch Primary Schools has a Designated Safeguarding Lead (DSL) and three Deputy DSL's operating across the two school sites.

The optimal scenario is to have a trained DSL (or deputy) available on site along with a member of staff trained in first aid. Where a DSL is not available in person a trained DSL (or deputy) will be available to be contacted via phone - for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior or phase leader has the delegated responsibility for co-ordinating safeguarding on site.

It is the responsibility of the DSL's to continue to engage with social workers, and attend all multi-agency meetings, when they are convened remotely.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection & Safeguarding Policy documents.

Within the Federation of Nettlestone and Newchurch all staff are granted appropriate access to CPOMS and this can be accessed remotely. All welfare calls are to be recorded on CPOMS for the duration of the school closure and DSL's will be alerted should the communication provoke a cause for concern. All relevant actions taken will be recorded.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead. 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 report the concern to the Executive Headteacher. Concerns around the Executive Headteacher should be directed to either of the Chairs of Governors: David Botell or Ian Watterson.

## **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 will 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 the Federation of Nettlestone and Newchurch Primary Schools, 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

## **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, The Federation of Nettlestone & Newchurch Primary Schools 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). 7 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.

The Federation of Nettlestone & Newchurch Primary 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](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, the Federation of Nettlestone & Newchurch Primary Schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE however it is not our intention to use any staff not currently recorded on the SCR prior to the point of closure if at all possible.

### **Online safety in schools**

The Federation of Nettlestone & Newchurch Primary 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.

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

Online teaching should follow the same principles as set out in the staff code of conduct which all staff have read and signed to confirm that they have understood and agree to abide by the protocols outlined in the document.

The Federation of Nettlestone & Newchurch Primary Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

The decision has been taken not to deliver 'virtual lessons' but to rather facilitate 5 simple tasks daily accessible through the school website or via a secure google drive. Key Stage 1 and Early Years are continuing to use their online learning platforms SeeSaw and Tapestry to set and monitor children remote working. The usual protocols for safe use apply.

Additional resources are signposted through the school Facebook accounts which are managed by the Heads of School and these posts will be uploaded according to usual strict school social media policy.

We remain mindful within the Federation of the need to support families at this challenging time and will seek to promote sources of external support via the Facebook page such as mental health

support, additional learning resources etc. We will aim to be sensitive and not to overwhelm with resources and only signpost additional sites that are of credible repute.

### **Supporting children not in school**

A robust communication plan is in place for all children. Key workers have been allocated and frequency of contact is made dependent on vulnerability of family. All families will be contacted at least once a week and wherever possible the children will be spoken to directly. Staff have been advised of sensible conversation starters to encourage the children to talk freely. Details of these communications must be recorded on CPOMS, regardless if attempt was unsuccessful. The DSL is to be alerted immediately if any cause for concern raised at the point of communication.

The schools will continue to share safeguarding messages on its website and social media pages.

Staff recognise 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. Staff within each school need to be aware of this in setting expectations of pupils' work where they are at home and the mantra has very much been to 'keep it simple'.

Each 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 appropriately.

### **Supporting children in school**

The Federation of Nettlestone & Newchurch Primary School is committed to ensuring the safety and wellbeing of all its students. Each school will continue to be a safe space for all children to attend and flourish. The Executive Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. A three week rota has been devised to ensure that an appropriate 'recovery' time is built in for any staff member that may be showing symptoms of COVID 19. Any staff member identified as within a vulnerable group is automatically removed from the rota to protect their health and well-being.

The Executive Headteacher 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. This is outlined in the following document <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>. In addition upon entry to school all staff and children will have their temperature taken to ensure that they are not exhibiting symptoms of fever (temperature over 37.8°) that may be attributable to COVID 19 (other symptoms are highlighted in the following document <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

Depending on numbers on site only certain areas of the school will remain open, enabling other areas to be thoroughly deep cleaned. All areas used on a daily basis will be cleaned as soon as children have left the site. Regular anti-bacterial spraying of touched surfaces will continue throughout this period.

We 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 appropriately.

### **Final Statement**

The school will continue to provide childcare for the children of critical workers and those children deemed to be vulnerable for as long as it is safe to do so. The Executive Headteacher will undertake regular risk assessments to ascertain whether the level of staffing can support the identified needs of the community. In the event that staffing cannot be maintained the Executive Headteacher has the right to close the provision and signpost those in need to an alternative setting as approved by the Local Authority.