



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Lawn Primary School**

School Name: Lawn Primary School

Policy owner: Karen Hambleton

Date: 12th January 2021

Date shared with staff: 12th January 2021

1. 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 school places 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.

If there are any questions during this outbreak the DfE have provided a helpline:

DfE.coronavirushelpline@education.gov.uk

0800 0468687

This addendum of the Lawn Primary School's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

School Designated Senior Leads:

You must have a Senior DSL appointed from the Leadership Team and the safeguarding role must form an explicit part of that persons Job Description. Schools must have at least one named Deputy DSL whose role is to take full responsibility of safeguarding matters in the absence of the Senior DSL, rather than act as caretaker to the role.

Karen Hambleton – Lead DSL - k.hambleton@derby.sch.uk

Donna Hallam -DSL d.hallam@lawn.derby.sch.uk

Andrew Walters – DSL a.walters@lawn.derby.sch.uk

Jo O'Hare – DSL – J.ohare@lawn.derby.sch.uk

Gareth Molineux – DSL – g.molineux@lawn.derby.sch.uk

Helen Dobson – DSL – H.dobson@lawn.derby.sch.uk

Natasha Dumelow – DSL – n.dumelow@lawn.derby.sch.uk

Safeguarding Link Governor:

Jill Wilkinson

Chair of Governors:

Ruth Larsen

r.larsen@lawn.derby.sch.uk

01332 550178

Transform Trust Senior Designated Safeguarding Lead

Claire Smith

0115 9825090 (option 1)

07929 521578 (Available out of hours / school holidays)

Claire.smith@transformtrust.co.uk

Transform Trust Executive Team Safeguarding Strategic Overview Lead

Jill Wilkinson

0115 9825090 (option 1)

Jill.wilkinson@transformtrust.co.uk

Safeguarding in Education Team:

Ashtree House

218 Osmaston Road

Derby

DE23 8JX

01332 641172 working days 9am - 5pm

01332 786968 Careline for all other times

Additional information can be found here -

<https://www.derbyscb.org.uk/staff-and-volunteers/info-and-resources/>

PREVENT:

- Kyle.Hudson@derby.gov.uk - 07867 461846
- purjinder.gill@derby.gov.uk - 07812 301218

Designated Officer (LADO):

01332 642376

cypsafeguarding@derby.gov.uk

Consultation Line & Child(ren) Duty Team:

[07812 300329](tel:07812300329) between 10am – 1pm

Vulnerable children

The Government class vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

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 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.

Lawn 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 leads for this will be: Karen Hambleton and Jo O'Hare

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 a member of the safeguarding team will explore the reasons for this directly with the parent.

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

Lawn Primary 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.

Lawn Primary School and social workers will agree with parents/carers whether children in need should be attending. A DSL will then follow up on any pupil that they were expecting to attend, who does not. A member of the office team 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.

An emergency contacts are to be kept up to date. These details will be updated on Scholar Pack.

To support the above, Lawn Primary School 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, A member of Lawn Primary School will notify their social worker.

Designated Safeguarding Lead

Lawn Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Leads: Karen Hambleton

The Deputy Designated Safeguarding Lead are: Donna Hallam, Andrew Walters, Gareth Molineux, Jo O'Hare, Helen Dobson, Natasha Dumelow

The school will ensure a trained DSL (or deputy) is always available on site.

Where the named DSL is not on site, a senior leader will assume responsibility for co-ordinating safeguarding on site. The Head Teacher, Deputy Head, Assistant Heads (2) or school business manager or Learning Mentor will be on site at all times. Should all 6 be required to self-isolate a Trust representative will be made available.

This might include updating and managing access to the child protection online management system, My Concern, 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 Lawn Primary School 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 Policy, this includes making a report via My Concern, which can be done remotely.

In the unlikely event that a member of staff cannot access their My Concern 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 email 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: Louise Rhodes

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

Safeguarding Training and induction

DSL training is 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 Lawn Primary 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, schools should seek assurance from the Multi Academy Trust (MAT) 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, Lawn Primary 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 (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 Lawn Primary 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.

Lawn Primary 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.

Lawn Primary 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

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, Lawn Primary 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

Lawn 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 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 staff code of conduct.

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

If staff are posting videos the following should be in place:

- 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;

Supporting children not in school

Lawn Primary 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 My Concern as should a record of contact made.

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

Lawn Primary 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.

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

Lawn Primary 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 My Concern.

Supporting children in school

Lawn Primary School is committed to ensuring the safety and wellbeing of all its students.

Lawn Primary School will continue to be a safe space for all children to attend, grow and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Lawn Primary 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.

Lawn Primary 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.

Where Lawn Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

Peer on Peer Abuse

Lawn Primary 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on My Concern and appropriate referrals made.

Support from the Multi-Academy Trust

Transform Trust Central Safeguarding Team (Claire Smith and Jill Wilkinson) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

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

Claire Smith and Jill Wilkinson will also provide regular group and individual supervision sessions. This may take the form of an online meeting or phone call.