



Safeguarding and Child Protection Policy: COVID-19 Annex – version 1.0

This annex incorporates the Government's latest advice on Keeping Children Safe in Education (KCSIE) and COVID-19 safeguarding guidance when compared to 'normal' business. It should be read in conjunction with LCPS full Safeguarding and Child Protection Policy. It is available to all staff and published on the school website.

The Designated Safeguarding Lead (DSL) or a Deputy DSL on a weekly basis will review this annex as circumstances continue to evolve or following updated Department for Education advice or guidance.

Safeguarding priority

During these challenging times, the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children must always continue to come first
- all staff are required to remain vigilant
- if anyone in our school has a safeguarding concern, they will act immediately
- the designated safeguarding lead (DSL) or deputy (DSL) will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Current school position

We are currently providing a limited childcare provision for pupils whose parents are critical workers and those who are allocated a social worker (Child Protection Plans CPP, Children in Need CIN, Education, Health and Care (EHC) plans and Children who are Looked After CLA.) This is staffed on a rota of Marton Manor Primary School employed staff.

The provision will remain under constant review throughout the period of closure and we will liaise with Middlesbrough Local Authority if a time arises whereby it is no longer possible to safely operate this provision. All staff and volunteers attending on site from outside our school will complete an induction to ensure they are aware of safeguarding risks and how to act if they have concerns.

Safeguarding partners' advice

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with Education, Health and Care plans, the local authority designated officer and children's

social care, reporting mechanisms, referral thresholds and children in need. There are no changes to current advice or procedures.

Roles and responsibilities

DSL and deputy information

- Gerri Howard (DSL) is available in school or by phone or email when not in school for any enquires regarding the safeguarding of pupils, and any staff related issues. (DSL and DDSL out of school contact details have been sent to all staff.)
- The DSL or a deputy DSL from the Safeguarding and Care Team will be on duty in school each day between 8am and 4pm.
- Where our DSL or deputy DSLs cannot be on site, then in addition to the above options we will also ensure a member of the Senior Leadership Team takes responsibility for co-ordinating safeguarding on site.
- The Safeguarding and Care Team are monitoring identified pupils and families, making contact via phone on a pre-determined schedule (daily, weekly etc).
- The Safeguarding and Care Team will keep the LA updated on the welfare of vulnerable pupils and continue to discuss concerns and liaise with other agencies and professionals.

Staff

- Should staff have any safeguarding concerns they will report them as normal to the DSL and safeguarding team without delay.
- Staff will continue to follow school policy if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children.
- School staff will continue to be vigilant of child and family welfare and use established systems to record and report **all** concerns.

Safeguarding forms will continue to be used :

- To record incidents relating to safeguarding, child protection, behaviour, Operation Encompass messages and to alert key staff to these incidents.
- As a communication log to record conversations (phone, email, letter, face to face) that have taken place with regard to individual children.

Children should continue to be protected when they are online

- School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff will only utilise recommended learning platforms that involve pupils having direct contact with each other and staff.
- School will carefully select sites recommended for pupils to access that are assessed by staff as adhering to the highest standards for online safety.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

- Staff will monitor and moderate all online learning platforms (as overseen by the Digital Resilience Lead Matt Homer) to maintain the highest levels of safeguarding.

We aim to maintain regular contact with parents and carers and will consider how these communications can be used to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and it should be made clear who from the school (if anyone) their child is going to be interacting with online.

- Teaching staff will have an awareness of this and make direct links to online safety practices appropriate to do so.

Peer on peer abuse

Given the very different circumstances school is in, safeguarding in relation to this area of need should be monitored closely. Should any concern come to light regarding this type of abuse it will be shared immediately with the DSL or deputies in order for further advice to be sought from MACH.

Vulnerable Children

Vulnerable children include those who have a social worker and those children with Education, Health and Care (EHC) plans. Children meeting the government criteria as 'vulnerable' were offered a place at school. However, as guidance has developed, if it has now been deemed in the child's best interest to remain at home, school will monitor as below:

- A member of the Safeguarding and Care Team will make regular contact with the child and family with a particular focus on having a conversation with the child at pre-determined intervals (e.g. weekly).
- Where contact cannot initially be made additional calls will take place during the day to try and establish contact. Contact will be recorded on safeguarding forms to provide a record over time.
- Should contact not be made with the family, a call will be made to the family's social worker who will advise whether they intend to visit the house or if a welfare call by the police may be necessary.

Arrangements to support children the school are concerned about who do not meet the 'vulnerable' definition:

- A member of the Safeguarding and Care Team will maintain contact with any school identified vulnerable children and should contact not be made then all procedures set out above will be followed with a call to MACH (01642 130700) if no contact can be made.

Arrangements for children who have an EHCP:

- Families of children with an EHCP will be contacted by the SENDCo/Care Team weekly to maintain contact and to act as a welfare check. Should contact not be made then all procedures set out above will be followed. Risk assessments for children with EHCPs will be reviewed and updated as necessary.
- Where a child's EHCP is due to be reviewed, Government guidance will be followed if direct meetings are not possible. School will endeavour to maintain information about EHCP suitability in the light of the school closure to be able to facilitate such a review when it is deemed appropriate.

Staff training and induction

Our DSL and deputy DSLs all have up to date training. All current staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding and Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- The individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern.
- There are no safeguarding investigations into the conduct of that individual.
- The individual remains suitable to work with children.

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, we will continue to follow our Safer Recruitment Policy.

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential that from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

New children at the school

Children may join our school from other settings to access childcare provision. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to the child's EHC plan, child in need plan, child protection plan or, for looked-after children, the personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). Ideally, this will happen before a child arrives but where that is not possible, it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL or deputy level, and likewise between special educational needs co-ordinators with oversight for SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on information received, considering how risks will be managed and which staff needs to know the information.

Children leaving or joining during school closure

- Government guidance on admissions and leavers will be adhered to should any applications be received.
- Should school be closed in advance of the start of the new school year 2020, staff will make every effort to share pupil information, especially related to SEND or child protection in the following ways:
 - Paper files will be posted or delivered by hand should advice at the time allow, otherwise this will be done at the earliest opportunity.
 - Electronic information will be sent to contacts within the receiving school by mutual agreement and include all shareable information.
 - Telephone communications between SENDCo / DSL / Care Team will be arranged with identified secondary colleagues.

School Staffing

- The Headteacher will monitor staffing levels and availability, on a daily basis and arrange adequate cover to support the children expected on site.
- All possible measures, based on current government guidance, are being taken to protect staff from infection and maintain a staffing level that is deemed safe.
- Rotas will be operated, as required, to maintain staff health and provide contingency arrangements should on site staff develop symptoms.
- All non-essential staff are currently being directed to work from home as recommended by government guidance.