



**COVID-19 SAFEGUARDING AND CHILD PROTECTION POLICY UPDATE (TO BE READ
IN CONJUNCTION WITH WOOD END PRIMARY SCHOOL'S MAIN POLICY AND ALL
OTHER RELEVANT POLICIES)**

Updated 11th January 2021, in line with DfE Covid 19 safeguarding in schools, colleges and other providers guidance.

[Restricting attendance during the national lockdown: schools
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

WOOD END PRIMARY:- WOOD END PRIMARY SCHOOL

POLICY OWNER:- M CROSS

DATE OF UPDATE:- 21.1.21

DATE SHARED WITH STAFF:- 21.1.21

CONTEXT

From 5th January 2021 parents were asked to support public health efforts by keeping their children at home, wherever possible, and for schools to remain open for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were also 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.

Schools must continue to have regard to the statutory safeguarding guidance, keeping children safe in education. [Keeping children safe in education \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/Keeping-children-safe-in-education.pdf)

This is an addendum to the Wood End Primary School Safeguarding, and Child Protection policy.

Name of school: Wood End Primary School

Key contacts

Head teacher :- Moira Cross

Designated Safeguarding Lead :- Moira Cross

Deputy Designated Safeguarding Lead :- Joanne Smith and Verity Lewis

Chair of Governors :- Neil Horbury

Safeguarding Governor:- Trudy Everill

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Vulnerable Children

Wood End 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. We will work with social workers to ensure that Personal Education Plans (PEPs) for Looked After Children are up to date with the current education offer that looked after children are accessing.

The DSL (Moira Cross) will continue to provide support to teachers and pastoral staff to ensure that contact is maintained with children (and families) who are not attending school.

Schools are expected to allow and strongly encourage vulnerable children and young people to attend. Parents/carers of vulnerable children and young people are strongly encouraged to take up the place. If vulnerable children and young people do not attend, Wood End Primary will:

- work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests
- work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate

Where schools grant a leave of absence to a vulnerable child or young person they should still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home.

Where providers have had to temporarily stop on-site provision on public health advice, they should inform the local authority to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so.

Wood End Primary are encouraged to work collaboratively with other schools and education providers and other local partners (including the local authority, social workers, police, youth services, key workers etc.) to maximise opportunities for face-to face provision for vulnerable children.

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

Wood End Primary will encourage our vulnerable children and young people to attend a school, including remotely if needed. The DSL will continue to provide

support to teachers and pastoral staff to ensure that contact is maintained with children (and families) who are not attending school.

Attendance

Wood End Primary will continue to record attendance in the register. We will follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, we may authorise the absence during this national lockdown period.

All pupils who are not eligible to be in school should be marked as Code X. They are not attending because they are following public health advice. As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know.

The DfE expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Shielding advice is currently in place, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

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

We 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.

Phone calls will be made to the parents/carers in these circumstances.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Wood End Primary will notify their social worker if they have one.

Safeguarding and reporting of concerns

Where staff have a concern about a child, they should continue to follow the process outlined in our Safeguarding Policy. Green forms have been provided electronically. Staff should complete them if they have concerns at home and email them to the DSL and it will be printed on green paper.

Staff are reminded of the need to report and record 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 headteacher.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email containing the green form to the head teacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors - Neil Horbury.

Schools must continue to have regard to the statutory safeguarding guidance, keeping children safe in education.

It will be important that all staff working in the school are aware of this revised policy addendum.

There should be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the three safeguarding partners (local authorities, clinical commissioning groups and chief officers of police). We expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe - particularly as more children and young people will be learning remotely.

Designated Safeguarding Lead

It is expected that Wood End Primary will have a trained DSL (or deputy) available on site. However, it is recognised that there may be operational challenges to this. In such cases, there are two options to consider:

- a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home
- sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)

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 online systems 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.

The DSL will ensure all relevant safeguarding and welfare information held on children remains accurate, and complete. If a child from our school attends another setting, we will do what we can reasonably to provide the receiving institution with relevant welfare and child protection information.

It is important that all 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.

Safeguarding Training and Induction

All existing school staff at Wood End Primary 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 Wood End Primary, 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 consider the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current school 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
- that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of our 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, Wood End Primary 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). Schools must comply with their legal duties regarding pre-appointment including having regard to part three of the statutory safeguarding guidance keeping children safe in education.

Wood End Primary 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.

Wood End Primary will also 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 Wood End Primary is aware, on any given day, which staff/volunteers will be in Wood End Primary, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Wood End Primary will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in Wood End Primary

We will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in Wood End Primary appropriate supervision will be in place.

Children and online safety away from Wood End Primary

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.

Wood End Primary 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 IF there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only, unless specific permission has been granted.
- 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 staff bedrooms; and the background should be blurred.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior leaders and approved by our IT network manager / provider to communicate with students
- Staff should note the length, time, date and attendance of any sessions held and report any safeguarding concerns.

There is a code of conduct for all stakeholders for participation in online learning.

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 Wood End Primary 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 Wood End Primary code of conduct.

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

Supporting children not in Wood End Primary School

Wood End Primary is committed to ensuring the safety and wellbeing of all their Children and Young people.

All children at home will be invited to participate in daily Zoom calls which will act as welfare checks on the children. The children are also expected to use the Eschools platform to keep in touch with their class and teacher. This is monitored by teachers, teaching assistants and SLT.

No member of staff is to engage with a child on a 1:1 basis. No video calls or telephone calls are to be made to individual pupils unless directed by SLT for a specific purpose.

If there are any concerns arising as a result of these calls, the usual procedures will be followed. This could be green form reporting, MASH consultation or completion of a MAC. Any concerns are to be shared in the daily SLT conference call at the end of the day.

If children are not engaging with the above methods of communication, telephone calls will be made initially by class teachers to identify any barriers and help to overcome these. If this is not resolved, SLT will follow up with phone calls, emails and safe and well visits.

Wood End Primary recognises that it is a protective factor for children and young people, and that the current circumstances, can affect the mental health of pupils and their parents/carers. All Wood End Primary staff are aware of this in setting expectations of pupils' work where they are at home.

Wood End Primary will ensure that where they care for children of critical workers and vulnerable children on site, they ensure appropriate support is in place for them.

Supporting children in Wood End Primary

Wood End Primary is committed to ensuring the safety and wellbeing of all its pupils. Our pupils will continue to have a safe space for all children to attend and flourish. Our Governors and Executive Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Wood End Primary 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. They will ensure that where we care for children of critical workers, vulnerable children and returning pupils on site, we ensure appropriate support is in place for them.

Where Wood End Primary has concerns about the impact of staff absence - such as the Designated Safeguarding Lead or first aiders - they will discuss them immediately with the Trust Board.

Mental Health

Wood End Primary are aware of the impact of the negative experiences and distressing life events on the mental health of children, parents and staff. We will, as we always have, ensure there is appropriate support and signposting to relevant support agencies in place, and also supporting those children who continue to work from home

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust, either to a return to learning at home or being in school without their peers, and some may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be content with the change in circumstances.

Peer on Peer Abuse

Wood End Primary recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where Wood End Primary 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 the Wood End Primary Child Protection Policy. Our 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 will be recorded and appropriate referrals made.

USEFUL CONTACT NUMBERS

MASH PHONE NUMBER :- 01926 414144

DUTY LADO :- lado@warwickshire.gov.uk.

NSPCC :- 0800 800 5000