



Carville
Primary School

COVID-19 School Closure

Arrangements for Safeguarding and Child Protection

- Policy created: 30th March 2020
- Authorised as a working document on behalf of the Governing Body by Mr R Harker – Headteacher
- Date shared with staff: 30th March 2020
- Amendments made and shared with staff 02/04/2020
- **Addendum to COVID-19 School Closure - Arrangements for Safeguarding and Child Protection: Phased Return of Children from 1st June** added 22nd May 2020
- Reviewed in light of the second national lockdown on 11/01/2021 – minor amendments made (staffing, KCSIE 2020)

Context

From 20th March 2020, and again from Tuesday 5th 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 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 document provides an addendum to our School Safeguarding and Child Protection policy during the Covid-19 pandemic as suggested in the DfE safeguarding guidance for schools which can be [found here](#). The guidance is under review and will be updated.

This addendum of the Carville Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements and is divided into 2 parts.

Part 1: Safeguarding Practice

Part 2: Sharing of Staff or Working at a different location (incorporating Safer Recruitment principles)

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Part 1: Safeguarding Practice

Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Robert Harker	0191 234 2676 07856147902	robert.harker@carvilleprimary.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Allan Qualters	0191 234 2676 07856147932	allan.qualters@carvilleprimary.co.uk
Headteacher	Robert Harker	As above	robert.harker@carvilleprimary.co.uk
Chair of Governors	Kehri Ellis	0785 257 8685	Kehri.ellis@ntlearningtrust.org.uk
Safeguarding Governor	Elaine Robson	0191 6438559	elaine.robson@northtyneside.gov.uk

Additional contact: safety@carvilleprimary.co.uk

MASH professionals help line: 0191 643 5555

Front Door number / LADO: 0345 2000 109

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.

Carville 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 lead person for this will be: **Allan Qualters**

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 Carville Primary School will explore the reasons for this directly with the parent.

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

Carville 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.

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

HOW THIS WILL LOOK AT CARVILLE PRIMARY SCHOOL

To support the above, Carville 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 Designated Safeguarding Lead will notify their social worker.

Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: **Robert Harker**

The Deputy Designated Safeguarding Leads are: **Allan Qualters and Helen Thomsen**

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 the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS 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 Carville 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

All staff **MUST**

- share concerns about a child's safety and welfare with the DSL or DDSL in school and understand they have a professional responsibility to do this
- understand the need to be vigilant in identifying cases of harm/abuse, immediately report concerns when they arise including written record where necessary
- know that information a child/young person discloses regarding harm/abuse of themselves or another child/young person must be shared as appropriate, and cannot be kept secret
- ensure confidentiality protocols are adhered to and information is shared appropriately

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 DSL and the DDSL. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

If DSL or DDSL is not available and advice is needed, staff should call the **MASH professionals help line** on **0191 643 5555**. If a safeguarding referral is needed

(MASH advice line can support this decision), staff should ring the **Front Door number** on **0345 2000 109**.

What to do if you're worried about a child or young person

Receive

- React calmly; be aware of your non-verbal communication such as facial expressions
- If you don't understand the child's communication method, reassure the child, and find someone who can
- Don't interrogate the child, try to observe and listen, use active listening techniques
- Don't stop a child who is freely recalling significant events
- Keep responses short, simple, slow, quiet and gentle
- Don't end the conversation abruptly

Reassure

- Tell the child they are not to blame; and have done the right thing by telling you
- Tell the child what will happen next; be honest about what you can and can't do
- Don't promise confidentiality; say to the child, 'Some things are so important I might have to tell them to somebody else who can help'

React

- Explain what you have to do next and whom you have to tell
- Inform the DSL immediately
- Make a record of the conversation if asked to do so. Your DSL will help you with this if needed.

Also remember that

- Information about a pupil may sometimes only be shared with other staff on a need to know basis
- Children are also capable of abusing their peers and further information can be found in Part 5 of the current Keeping Children Safe in Education 2020
- Abuse can happen online

Whistleblowing

If you have information that indicates that a staff member in school has engaged in unsafe or harmful behaviours, you have a duty to report this concern. This usually is reported to the Head Teacher. If at this time, they are not available, contact the DDSL or you can report these concerns yourself to the Local Authority Designated Officer (LADO) who is contactable on the Front Door number 03452000109.

Concerns around the Head Teacher should be directed to the Chair of Governors:

Kehri Ellis

Safeguarding Training and induction

All North Tyneside school staff have should have accessed child protection training within the last three years with regular updates where relevant from their DSL or deputy DSL.

For staff who have not accessed this or need an update, an e-learning session is [available here](#)

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 (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. In addition, staff should:-

- Re-read Part 1 of Keeping Children Safe in Education (KCSE) 2020, which outlines types of abuse and neglect and what to do about it
- Current and ongoing change of DSL arrangements
- Contact details for the MASH helpline and Front Door should they not be able to contact a DSL and need to directly report a concern
- An awareness of how to record concerns should they need to document safeguarding concerns
- The code of conduct for that setting

Where new staff are recruited, or new volunteers enter Carville 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes which are [available here](#) and confirmation of DSL arrangements.

Online safety in schools

Carville 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

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 Carville Primary School code of conduct and Acceptable Use Policy.

Carville Primary 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 provided by Carville Primary School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Carville 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 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. Carville 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.

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

Carville 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 CPOMS.

Supporting children in school

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

Carville Primary 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.

Carville 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.

Carville 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 CPOMS.

Where Carville has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the SLT will discuss them immediately with the Governing Body and Local Authority.

Peer on Peer Abuse

Carville 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 CPOMS and appropriate referrals made.

Part 2: Sharing of Staff or Working at a different location (incorporating Safer Recruitment principles)

In the event staff are asked to work from another location, e.g. from another school in our locality or in another local school to support a wider/ borough based locality model, the need to support the sharing of resources, or for children to access a different learning/ child care opportunity, etc and they are therefore operating from another setting for that day; we would expect our normal code of conduct and behaviour for staff, teachers standards (as applicable), safeguarding practice, policy and guidance to operate for those staff supporting our children at another location.

Prior to our staff and children going to another school or location we will have undertaken a number of safeguarding checks – as we would do when our children and staff go off our school site to another location as part of wider curriculum offers, transition days, school trips, borough wide or locality activities, theatre trips, sport fixtures, inter-school competitions, etc. This preparation as it does now will also include both our staff and children being aware that they will be a visitor on another school's premises and what our expectations of them are in relation to safeguarding, adult and children's behaviour, looking after their health, safety and wellbeing. For staff this will additionally include overseeing our children when they are on the host site at all times as part of our team and we will also assign a senior team member who will also be the liaison between the host school and our school.

To support us to ensure the above and meet our expectations/ requirements we will have in place an appropriate school visit guidance agreement and risk assessment which confirms that our children and staff on another Schools premises remain our

responsibility. This is the same process that we would follow when our children and staff undertake a school trip/ visits away from our school site.

For the host school we will give assurance in writing that our staff have been subject to an enhanced DBS and children's barred list check to work with children and have up-to-date safeguarding/ KCSE20 training. Where a member of staff (or a volunteer) has a BDS risk assessment on file or where we have put in place measures to correct/ improve behaviours/ practice at work linked to suitability to or relevant disciplinary matters that are active on file, we will not automatically disclose this information to the host school – we will have however, a conversation with the individual regarding potential sharing of information and what that could mean¹. An employee, agency/ supply worker or volunteer will also continue to have a right for their data not to be disclosed and in this event, they could not be part of a shared resource/ working from another location support framework.

We will also ensure that the staff member, worker or volunteer has a School photo ID card that they will carry with them at all times and they will present this with them when they arrive at the host school. We will also provide on a daily basis in writing details of which staff will accompany which children at the host school and how the ID of those members of staff can and will be validated.

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, Carville 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 Carville 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.

Carville 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.

Carville 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, Carville will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Read alongside current DfE Safeguarding guidance re: COVID-19

Addendum to COVID-19 School Closure - Arrangements for Safeguarding and Child Protection

Phased Return of Children from 1st June

This is interim safeguarding guidance from the DfE which can be found [here](#), it is under review and will continue to be updated as required.

From the week commencing 1 June, we expect to be able to welcome back more children to early years, school and further education settings. See guidance on [actions for education and childcare settings to prepare for wider opening from 1 June 2020](#) for more details. The DfE has also published guidance on [implementing protective measures in education and childcare settings](#) to support this.

Whilst acknowledging the pressures that schools are under, it is essential we continue to be a safe place for children. However, as more children come back to school, a number of safeguarding principles remain the same.

- the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

This addendum should be read in conjunction with Carville Primary School's existing Child Protection and Safeguarding Policy, along with the previous document; **COVID-19 School Closure - Arrangements for Safeguarding and Child Protection.**

Revisions have been designed to reflect the return to school of more children from June the 1st.

All Staff

Staff should be aware of and be vigilant to identifying new safeguarding concerns about individual children as they see them in person following school closures. They should continue to follow the usual safeguarding and child protection procedures in reporting concerns. It is important that staff act immediately on concerns they identify.

DSL and Deputy DSL Arrangements

The DSL and DDSL will ensure that relevant safeguarding and welfare information held on children (including returning children) remains accurate and records are kept up to date. The DSL and DDSL will actively encourage parents and carers to advise of any changes regarding health, welfare and well-being that school should be aware of before their return.

A trained DSL (or Deputy) will be on site as more children return to school. In the exceptional circumstances this is not possible, a trained DSL or Deputy will be contactable by telephone and a named Senior Leader or teacher will take responsibility for co-ordinating safeguarding. Carville Primary School recognises the importance that all staff and volunteers have access to a DSL or DDSL or named contact on any given day.

The DSL and Deputy will do whatever is reasonable to keep up with safeguarding developments through the Local Authority and other such partners.

Identification of Vulnerable Pupils

Arrangements for these children remains as before. There is an expectation that children with named social workers, Children in Need, children with Child Protection Plans or Looked After Children, should be in school unless the child/household is clinically vulnerable and / or shielding. Where they are not in school, staff will notify Children's Services and continue to work with the family, ensuring they have up to date contact information.

For children with EHCPs, Carville Primary School will complete a risk assessment to determine if their needs can be as safely or more safely met in school. In these circumstances the expectation is that these children will be in school. Where they are not, school will continue to support the child and their family through home learning and the Risk Assessment will be reviewed regularly.

Attendance

Carville Primary School will resume taking the attendance register from the 1st June. Where children are expected to be in school (such as those above), staff will communicate with parents and carers and ensure they have up to date contact details, asking for additional contact numbers where they are available.

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

Children Moving Schools

When children are moving schools, Carville Primary School will make best endeavours to provide the receiving institute with any relevant welfare and child protection information. Especially where children are vulnerable. For Looked After

Children, any change in school will be led by and managed by the virtual school head. This is in line with Carville Primary School's existing procedures.

Safer Recruitment

Carville Primary School will continue to follow relevant safer recruitment procedures in the event that they are recruiting staff or volunteers. In response to coronavirus, 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 Home Office and Immigration Enforcement have also temporarily adjusted the [right to work checks](#) due to the coronavirus outbreak.

Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where they have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, Carville Primary School will ensure appropriate support is in place for them.

The DfE has provided guidance on [mental health and behaviour in schools](#) which can help schools to identify children who might need additional support, and to put this support in 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 college (although this may be delivered in different ways, for example over the phone for those children still not attending provision) 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 children's work. The DfE has provided separate [guidance on remote education practices](#) during the coronavirus outbreak.

Carville Primary School will continue to work with Local Authority partners to ensure they can best meet the needs of children.

Online Safety Away from School

For those children who remain at home and are provided with online learning, all staff will continue to be vigilant for signs that children may be at risk. Any such concerns will continue to be dealt with following the school's Child Protection and Safeguarding arrangements and where appropriate, referrals made to children's social care and as required, the police.

Carville Primary School will continue to ensure the safety of children online. The school's Behaviour Policy has been updated to reflect acceptable use of technology in light of current arrangements. The school will continue to ensure any use of online learning tools is in line with privacy and data protection requirements.

Support for Parents and Carers to keep their children safe online includes:-

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Addendum created by Allan Qualters
20th May 2020

Read along

Read alongside current DfE Safeguarding guidance re: COVID-19