



**COVID-19 further opening of schools:  
Arrangements for Safeguarding and Child  
Protection at Raynham Primary School**

**Addendum to the School's current Safeguarding and Child  
Protection policy for implementation from 1st June 2020**

**Adopted by the Trustee Board**

**Date 20th May 2020**

# **Safeguarding at Children First –Addendum to policy**

**As from 1<sup>st</sup> June 2020**

From 1<sup>st</sup> June 2020 the Government expects schools to be open for children from designated year groups only as well as providing a continuation of provision for key worker children and those children identified as 'Vulnerable'.

Whilst the school is re-opening to those specific year groups identified by the Government, it is the case that there will still be vulnerable children remaining at home, either because they are not in one of the identified year groups or because they have chosen to remain at home.

If the child is in school, the school's Safeguarding and Child Protection policies will be relevant. Where the child is not in school this addendum will set out how safeguarding of these children is monitored.

**Keeping Children Safe in Education and the individual schools' Child Protection Policies remain valid throughout this period.**

## **Safeguarding 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 have been risk-assessed in consultation with the 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. Any decisions made regarding the risk assessment will be closely monitored and regularly updated as necessary.

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.

The aim of both the school and the DfE is to have as many of the children classed as vulnerable attending school.

For those children who are in a year group which is open, they will join their class as appropriate. For those children who are in a year group which is not open, they will join the key worker/vulnerable provision. This will be reviewed based on suitability and staffing availability.

If a vulnerable child is attending school regularly, there will be an expectation that a weekly check-in with the parent carer will be done by either the teacher responsible for the class at that time, the SENCo or a member of the SLT. Any reporting of concerns will be made in the usual way following school practice laid out in the Child Protection Policy.

If a vulnerable child is not attending school regularly, the following will apply:

- Maintaining contact with 'vulnerable' children is vital including children with EHCPs, LAC and previously LAC children
- Where the vulnerable child has a social worker and is not attending school during the closure, the school should inform the social worker for them to follow up
- The school should continue to maintain contact with vulnerable children on a weekly basis (minimum) and those with EHCPs as required
- Schools will also need to identify children they believe to be vulnerable from their own knowledge of the families but may not fit into the government's category of vulnerable. Contact must also be maintained with these families on a weekly basis (minimum)
- A record of all contact with these families must be kept and shared weekly with the DSL and Headteacher. A weekly return should be provided for the CEO (Information required shown at Appendix 1)
- If there are any concerns, in discussion with the DSL/Headteacher, referral should be made as appropriate
- The Headteacher and CEO should be informed of any referrals made during this period

If a vulnerable child is attending school as their year group is open, but their siblings are not, then contact must be maintained with the children who are not attending through the methods outlined above.

### **Safeguarding of children not regarded as vulnerable**

Whilst the school has been closed, staff have been in touch with all children through regular phone calls home. Where staff have been unable to contact families after several attempts, it is important that further support is sought. This may be through:

- Home visits
- Contacting the Education Welfare Officer
- Contacting other services which may be in contact with the family

A record should be kept of those families with whom the schools have had no contact during closure and what steps have been taken to make contact.

### **Safeguarding on site:**

- Whenever possible there will be a Designated Safeguarding Lead on site. If, for reasons of sickness or other emergency, this is not possible, the lead person on site will have the contact for the DSL available
- Raising concerns regarding safeguarding should be made immediately with the DSL on site in the usual way following the school's Child Protection Policy. Staff should be reminded where the Raising Concern forms are kept
- Staff on site should always know who are the DSLs for the school

### **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 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 the school, they will continue to be provided with a safeguarding induction.

### **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 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 (2019) (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 the 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.

- The 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.
- The 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](mailto:Misconduct.Teacher@education.gov.uk)

### **Online Safety**

- The school will continue to follow its online/e-safety policy.
- Where children are expected to access online learning at home, this will be provided in a safe, age appropriate fashion. Information and links to websites for online safety advice will be shared on the school's website
- There is not expectation that staff will contact pupils online
- All staff will follow the School's Code of Conduct in relation to contact with children

### **Safeguarding practice generally:**

- A record must be kept of all staff on site during each day which can be reconciled back to the Single Central Record at a later date
- Headteachers will keep their Governors informed regarding these procedures
- The CEO will keep the Trustees informed regarding these procedures

Each school must complete the Interim DfE Safeguarding Guidance Checklist to ensure standards of safeguarding are maintained (Appendix 2). Once completed, the CEO should receive a copy.

1<sup>st</sup> June 2020

## Weekly Safeguarding report to CEO

## Appendix 1

Name of School.....

Overall School data	
Number of children with Social Work support	
Number of children with EHCP	
Number of children deemed vulnerable but not in either group above	

Week Beginning:	
Number of children with SW support IN school (at some point during week)	
Number of children with EHCP IN school (at some point during week)	
Number of children deemed vulnerable by school IN schools (at some point during week)	
Number of phone calls made	
Number of actual contacts made	
Number of referrals made (state agency referral made to)	
Any identified concerns or actions taken re attendance of vulnerable children (give detail or state none)	

Signed (Headteacher) .....

Date: .....

**Key Contacts:**

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
Designated Safeguarding Lead	Sharon Gepp		<a href="mailto:sgepp2.308@raynhamprimary.org">sgepp2.308@raynhamprimary.org</a>
Deputy Designated Safeguarding Lead	Suleen Zietsman		<a href="mailto:szietsman.308@raynhamprimary.org">szietsman.308@raynhamprimary.org</a>
Other Designated Safeguarding Leads	Anna Trott		<a href="mailto:headteacher@raynhamprimary.org">headteacher@raynhamprimary.org</a>
Headteacher	Anna Trott		<a href="mailto:headteacher@raynhamprimary.org">headteacher@raynhamprimary.org</a>
Trust Safeguarding Manager	Kate Turnpenney	07960018415	<a href="mailto:kturnpenney@childrenfirsttrust.co.uk">kturnpenney@childrenfirsttrust.co.uk</a>
Chair of Governors	Barbara Atkinsob		<a href="mailto:barbara.atkinson@enfield.gov.uk">barbara.atkinson@enfield.gov.uk</a>
Safeguarding Trustee	Jenny Tosh		<a href="mailto:jenny.tosh1@ntlworld.com">jenny.tosh1@ntlworld.com</a>

## Interim DfE Safeguarding Guidance: Actions required

## Appendix 3

Activity	Completed (Yes/No)
Ensure that someone is responsible for ensuring these actions are completed	
Ensure governors are aware of the Government's interim safeguarding guidance	
Ensure that someone is responsible for continuity in safeguarding leadership	
If you are a hub understand that you have the responsibility for safeguarding all children and staff	
Ensure DSL is available, in-person, by phone or video link	
Nominate a senior leader to be the onsite safeguarding lead	
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances	
Ensure staff know the new arrangements for DSLs and reporting concerns	
Understand what changes there may be for contacting the LADO	
Understand what changes there may be for contacting the MASH team or other 'front door' services	
Understand what changes there may be for contacting social workers	
Know which children have social workers and how to contact them	
Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them	
Know which children should be in school and follow up where they do not attend	
Ensure that emergency numbers and alternatives are kept up to date	
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers	
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct	
Ensure that any volunteers have been individually risk-assessed	
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head	
Ensure there is a record of which staff are onsite daily	
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made	
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer	
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available	
Consider what to do if there are no IT staff available	
Ensure that the school has an online teaching and learning policy which considers safeguarding risks	
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services (not otherwise shared) [See charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter.	