

# GEORGE CAREY CHURCH OF ENGLAND PRIMARY SCHOOL

## COVID-19 PARTIAL SCHOOL CLOSURE ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION

This addendum of the George Carey School Safeguarding Policy contains details of our individual safeguarding arrangements during the partial closures in the following areas:

1. Context
2. Management structure during the partial shut down
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Online safety
9. Children and online safety away from school
10. Supporting children not in school
11. Supporting children in school
12. Supporting children in school /Peer on Peer Abuse

### 1. Context

From 20th March 2020 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.

### 2. The management structure during the partial shut-down of the school

Whilst the Headteacher, Deputy Headteacher and the Senior Leadership Team remain in place and retain their overall duties, several of them are, due to their individual circumstances, required to work remotely from home.

An on-site team who are able to access the school building during the partial close-down are required to take on additional duties as follows:

Acting Head during partial close down - **Victoria Baldock**

Acting Designated Safeguarding Lead on site, Medicines Officer and Temporary Senior Leader during partial close down - **Laura Pereira**

Other temporary Senior Leaders during partial close down who can make decisions about temporary partial provision in the absence of the Acting Head – **Mark Jamieson, Toni Keenan Smith and Andrea Wooley**

Finance and Human Resources – **Cathy Rees** (as before)

SENDCo – **Alex Seaford** (as before)

Site Manager (From Week 3) – **Malcolm Cannell** (as before)

Office Manager (from week 2) – **Claire Burns** (as before)

IT Systems and Online Safety – **Paul Chandler** (as before)

This on-site team remains in regular daily contact with other members of staff including the SLT and the school office team. Other than the running of the emergency provision in school as well as the ongoing rota of staff running the emergency provision, all other duties of the SLT remain in place.

**The ongoing long term duties of the SLT who may be working off site include:**

- Headteacher with the strategic long-term overview of the school and Deputy Designated Safeguarding Lead – **Chris Harrison**
- Deputy Headteacher with responsibility for whole school curriculum and standards, assessment and line management of the Heads of School – **Naureen Akhtar**
- Welfare of Phase Team members and overview of Home Learning – Heads of School **Victoria Baldock, Imrania Hussain, Sophia Charles and Nadia El-Uasti**
- Strategic overview of Safeguarding (Designated Safeguarding Lead) – **Tracy Sexton**
- Strategic overview of ARP and NEST provision, as well as new admission arrangements for Nursery and Reception in September 2020 – **Nadia El-Uasti**

### **3) 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 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 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 deputies) 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.

George Carey 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 **Tracy Sexton**. 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 George Carey School will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, George Carey School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

#### **4) 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.

George Carey School complete a weekly register compiled by the Local Authority which is submitted on Monday mornings for those children who have attended and those who have not attended. **Victoria Baldock** – Acting Head on site – will oversee this documentation in partnership with **Laura Pereira** the Acting DSL on site. This documentation will be shared with the relevant Senior Leaders who may be working off site.

George Carey School and social workers will agree with parents/carers whether children in need should be attending school. George Carey School will then follow up on any pupil that they were expecting to attend, who does not. George Carey School staff will also follow up who subsequently do not attend with any parent or carer who has arranged care for their children.

#### **How will this look in George Carey School?**

To support the above, George Carey 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, the Designated Safeguarding Lead, **Tracy Sexton**, will notify their social worker.

#### **5) Designated Safeguarding Lead**

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.

At George Carey School the Temporary DSL on site (**Laura Pereira**) will liaise closely with the overall DSL (**Tracy Sexton**) and also with the Acting Head (**Victoria Baldock**). Where both Tracy Sexton and Laura Pereira are not on site, in addition to the above, the most senior leader on site will assume responsibility for co-ordinating safeguarding on site. This might include

updating and managing access to child protection files 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. It is important that all George Carey School staff and volunteers have access to a trained DSL (or deputy) and on each day staff on site will be made aware of that person is and how to speak to them. Tracy Sexton will remain in contact with any staff who need her support and advice remotely via telephone and email.

The DSL (**Tracy Sexton**) will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **6) 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 on a yellow form which can be passed to **Laura Pereira** or **Victoria Baldock**, or, in their absence, the most senior manager on site. 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 use a yellow form to report the concern to the Acting Head who must report this concern to the overall Headteacher (**Chris Harrison**). 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 **Bob Hoggett**.

## **7) 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, the DSL (or a deputy) who has been trained will continue to be classed as the trained DSL's (or a 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 (Sept 2019). The DSL (**Tracy Sexton**) should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

All staff working in school will remain in post whilst having no health issues. If any member of staff has any symptoms of Coronavirus or who have family members who develop symptoms and need to self-isolate they must report immediately to **Laura Pereira** to let her know they will cease working.

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 Safeguarding Policy and internal reporting procedures including the yellow reporting form and confirmation of DSL arrangements.

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 and if George Carey 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.**

**George Carey 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.**

**George Carey 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)

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

## **8) Online safety in schools**

George Carey School staff 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.

## **9) 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 Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

### **10) Supporting children not in school**

George Carey School is committed to ensuring the safety and wellbeing of all its pupils. 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. This will continue to be the responsibility of the DSL **Tracy Sexton** who will be predominantly working off site. Details of this plan must be recorded and should record the contact that has been made and shared with relevant SLT members.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. George Carey 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 week) and where concerns arise, the DSL will consider any referrals as appropriate. George Carey 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 George Carey School need to be aware of this in setting expectations of pupils' work where they are at home.

George Carey 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.

### **11) Supporting children in school**

George Carey School staff and governors are committed to ensuring the safety and wellbeing of all its students. George Carey School will continue to be a safe space for all children to attend and flourish. The Acting Head will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

George Carey 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 and it will be bespoke to each child.

### **12) Peer on Peer Abuse**

George Carey 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 the Safeguarding Policy. George Carey School staff will listen to 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 yellow forms and appropriate referrals made in the usual way.

**Dated 30<sup>th</sup> March 2020**

**Author: Tracy Sexton - DSL**