

Leamington Community Primary School

'Together we make a Difference'



**Child Protection and
Safeguarding Policy:**

COVID-19 Appendix



**Leamington
Values**



Friendship



Respect



Honesty



Determination



Courage

Leamington Community Primary School: COVID-19 Appendix

Child Protection COVID-19 school closure arrangements

Annex Date: 31.03.2020 then updated 01.06.2020

Key contact details:

	Name	Contact number & mobile phone	Email address
Headteacher	Mr. Paul Vine	[REDACTED]	[REDACTED]
Designated Safeguarding Lead	Mrs. Iris Kelleher	[REDACTED]	[REDACTED]
Deputy Designated Safeguarding Lead(s)	Mrs. Rachel Mellor	[REDACTED]	[REDACTED]
Chair of Governors	Mr. Pat Monaghan	[REDACTED]	[REDACTED]
Link Governor for Safeguarding	Mrs. Alma Shaw	[REDACTED]	[REDACTED]
SENCO:	Miss. Natalie Boyd	[REDACTED]	[REDACTED]
	Mrs. Sally Tyson	[REDACTED]	[REDACTED]
SLT:	Mrs. Sharron Halligan	[REDACTED]	[REDACTED]
SLT:	Mrs. Stephanie Leach	[REDACTED]	[REDACTED]
SLT:	Miss. Jennifer Evans	[REDACTED]	[REDACTED]
SLT:	Mrs. Natalie Benson	[REDACTED]	[REDACTED]

Hub contact details (in place from 23/3/20 – 22/5/2020):

	Name	Contact number & mobile phone	Email address
Hub Centre Manager(s)	Mr. Paul Vine Mrs. Claire Sime Mr. Andrew Teramaco	[REDACTED]	[REDACTED]
Hub Designated Safeguarding Lead	Mr. Paul Vine Mrs. Claire Sime	[REDACTED]	[REDACTED]
Hub Deputy Designated Safeguarding Lead(s)	Mrs. Rachel Mellor	[REDACTED]	[REDACTED]
Hub Liaison Officer	Stephanie Wells	[REDACTED]	[REDACTED]
Hub Neighbourhood Lead	Stephanie Wells	[REDACTED]	[REDACTED]
Nominated person for managing allegations against Hub centre manager	Steve Reddy	[REDACTED]	[REDACTED]

This annex provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance for the COVID-19 period can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

This annex should be read alongside Leamington Community Primary School Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2019, and in conjunction with Part 1 of the School Improvement Liverpool Schools Safeguarding Handbook which is made available to all staff and volunteers.

1. Context

From 20th March 2020 the government asked parents to keep their children at home, and for schools to remain open only for those children of workers critical to the COVID-19 response where those workers have no other safe arrangements for the care of their child/ren.

Schools were also asked to provide care for additional children. These children were identified by the government as being vulnerable due to social care involvement, or as a result of Special Educational Needs or Disability. Further detail is specified in section 2 below.

During this time, Leamington Community Primary School will do what it reasonably can in order to keep all of our children safe. In most cases, the majority of our children will not physically be attending the school or hub. It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns will be dealt with in line with our main Child Protection policy and local safeguarding arrangements. Where appropriate, referrals will still be made to children's services and as required, the police, **without delay**.

Across Liverpool it was agreed that the Local Authority would adopt a Hub model for providing care to the key groups of children of primary age. A number of school sites were identified to remain open, with all other schools closing. The Hubs are strategically located across the city and are staffed by members of staff from schools within their locality. Children needing care have been signposted to their nearest Hub, but parents are also free to choose the most convenient Hub location. Further information regarding the response by Liverpool City Council to COVID-19 can be found here:

<https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/>

Our school site was closed and our nearest Hub was **St. Teresa Lisieux Primary School, 163 Utting Avenue East, Liverpool L11-1DB**. Our staff who were available to work worked at the aforementioned hub.

From 1st June, our school re-opened for key worker and vulnerable children.

This addendum to our Child Protection policy specifies the details of our current safeguarding arrangements during this time, until school is instructed it can safely fully open again. (Annexe 3/06/20)

2. Vulnerable Children

During school closures due to COVID-19, schools are required to provide care to children identified as being vulnerable.

The government defines vulnerable children as those who have a social worker and those children and young people up until the age of 25 who have an Education, Health and Care Plan (EHC).

Further information about vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children who have a social worker include children who are subject to a Child Protection Plan and those who are looked after by the Local Authority. A child may also be considered vulnerable if they have been assessed as being in need or otherwise meet the definition in Section 17 of the Children Act 1989.

Children with an EHC Plan will be risk assessed to determine 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. Many children with EHC Plans can safely remain at home.

Eligibility for free school meals is not a determining factor when assessing vulnerability.

The government expects that vulnerable children with a social worker will attend an education setting, so long as they do not have underlying health conditions which put them at increased risk. Within Liverpool, all children open to Children's Services have been assessed by their social worker and manager, and a priority list has been agreed. Children have been matched with their nearest Hub setting. Children on this list have been contacted by their social worker and will be supported to attend a Hub provision. Where a parent does not want to bring their child to a Hub setting and the child is deemed vulnerable, school will notify the named Social Worker. They will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't. In conjunction with the Virtual Headteacher, Looked After Children have also been risk assessed and a list of priority children have been identified. Most Looked After Children will be expected to return to school some can safely remain at home. Whilst there has been a priority list identified by the Local Authority, any child subject to Child Protection Plan or LAC status can attend a Hub.

Prior to Leamington Community Primary School closing, and before receiving official guidance regarding who met the criteria of vulnerable children, our school safeguarding team identified who our most vulnerable children were and formulated a plan to monitor their safety and wellbeing during school closure.

A school mobile number is posted on the school website and available for all families to call 24/7. This phone is monitored by the Headteacher. A specific 'Safe and Well' page has been established on the school website with further information and advice. Families are also able to communicate with school through private messaging on Facebook - this is monitored by the Social Media Lead, Deputy Headteacher and Headteacher. Class Dojo is also available to the majority of families, where teachers can be contacted if required. Before closing, teachers discussed 'keeping well and safe' with all children and signposted useful sites, such as the school website, Childline and NSPCC. Online Safety was also discussed with all children.

Vulnerable families that were identified prior to closing are continuing to be called by members of the Inclusion team once a week and all discussions recorded on CPOMs. These families have also been signposted to the school website and school mobile number. This is discussed during the weekly phone calls. Schools have flexibility and are able to offer a place to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children's services.

Leamington Community Primary School will continue to work with and support children's services to help protect vulnerable children. This is especially important during the COVID-19 period.

3. Designated Safeguarding Lead

Staff should follow the procedures set out in the main Child Protection policy for contacting and reporting concerns to the DSL and/or deputy.

For the families of children who have not returned and non-school staff, a school mobile number has been shared to contact us regarding safeguarding concerns: 07799641614. The Head teacher monitors the school mobile. The safeguarding email address (safeguarding@leamington.liverpool.sch.uk) is monitored by the headteacher and accessible 24/7. All members of the safeguarding team can be contacted via mobile or email at all times. All contact is recorded on CPOMs.

For staff, mobile numbers and email addresses for the safeguarding team are known by all staff. The DSL Iris Kelleher is working from home and can be contacted via phone and email. The Deputy DSL (Rachel Mellor) is a senior leader and will take responsibility for co-ordinating safeguarding on site. All staff also have access to CPOMs, where concerns can be logged and the necessary staff alerted.

Throughout the COVID-19 period, the safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings:

- The DSL will ensure that the school is represented at all multi agency meetings in an appropriate way by identifying a secure and confidential space where virtual attendance at meetings can take place, without interruption. School will ensure there is access to appropriate technology to support this.
- Safeguarding supervision for the safeguarding team will continue to take place in order to review actions and decisions made, and support emotional wellbeing. We will consider how this is managed should staff be required to work remotely, or on a rotational basis, to ensure all staff are able to participate in and have access to appropriate supervision. Communication regarding this will be logged securely on CPOMS.

It is acknowledged by the government that face to face DSL training is unlikely to take place during the COVID-19 period. For the period these 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 missed their refresher training. At Leamington Community Primary School, the DSL and Deputy DSL attended refresher training in October 2019. The Head teacher attended safeguarding training in September 2019. The DSL and Deputy DSL will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

All existing school staff have received recent and appropriate safeguarding training in line with statutory guidelines. All staff have access to the Safeguarding policy and have read Part 1 of Keeping Children Safe in Education (2019) and have been provided with this addendum to follow the Safeguarding procedures as set out above during the period of school closure. Where new staff are recruited, or new volunteers enter Leamington School, they will continue to be provided with a safeguarding induction.

4. Safeguarding procedures

Where staff in school have a concern about a child, they should continue to follow the process outlined in our main Child Protection policy. This includes making a report via CPOMs under the category of 'Safeguarding Concern'. Staff are reminded of the need to report any concern immediately and without delay. The DSL and Deputy DSL will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff will try and speak directly to children to help identify any concerns. All calls with children will be on speakerphone with parents present. Designated staff will call identified families once a week withholding their personal numbers.

If a member of staff believes a child is at risk of harm then the Designated Safeguarding Lead should ring **Liverpool Careline on 0151 233 3700, without delay**. If the Designated Safeguarding Lead is *unavailable* then **any** member of staff should ensure Liverpool Careline is contacted without delay.

If a child is in immediate/imminent danger then staff should ring the police.

[Safeguarding-mate](http://www.schoolimprovementliverpool.co.uk/safeguarding-mate/) can provide additional key guidance to all staff regarding key safeguarding procedures www.schoolimprovementliverpool.co.uk/safeguarding-mate/

Concerns regarding the conduct of a member of staff should continue to be dealt with in line with our managing allegations policy.

5. Attendance monitoring

Local Authorities and schools do not need to complete their usual day to day attendance processes to follow up on non-attendance.

The DfE have devised an online form and supporting spreadsheet for the COVID-19 period. It can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

As our school was closed, we completed the return once as requested by the DfE. From 1st June, we will be completing the register daily.

Leamington Primary school will follow up with any parents/carers or social workers who have arranged care for their child but their child subsequently do not attend. In all circumstances where a vulnerable child does not take up a place at school, and was expected to, the social worker will be informed by email and phone.

6. Children moving between schools and Hubs

Where it is identified that a child from Leamington Community Primary School is attending another Hub/school setting, we will share relevant welfare and child protection information with the DSL for that Hub. The receiving Hub/school should be aware of the reason the child is vulnerable and the arrangements in place to support them. As a minimum, we will share the child's EHC Plan, Child in Need plan, Child Protection Plan or for looked after children, their personal education plan. The name of the child's social worker will also be shared. We intend that this will happen prior to the child arriving in the new setting but where that is not possible, we will share as soon as is reasonably practicable.

Schools must have appropriate regard to data protection and GDPR, but this does not prevent sharing of information for the purposes of keeping children safe.

7. Safer Recruitment 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. Schools should continue to follow the relevant safer recruitment processes for their setting, set out in part 3 of Keeping Children Safe in Education.

Where schools or Hubs are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education (paragraphs 167 to 172). Leamington Community Primary School will ensure that there are no circumstances where a volunteer who has not been checked will be left unsupervised with children or allowed to work in regulated activity. If new staff or volunteers are recruited, the usual Safer Recruitment processes will be followed, and they will also be provided with a safeguarding induction.

Our school workforce may be asked to temporarily move to another school setting to support the care of children. There is no expectation that a new Enhanced DBS with Barred List check will be obtained by the new setting. As the current employer, Leamington Community Primary School can provide assurance to the new setting that the individual has been subject to the correct pre-employment checks (including an Enhanced DBS and Barred List check). If there are current concerns about the individual's suitability to work with children or there are ongoing disciplinary investigations relating to safeguarding involving that individual, they should not be deployed in an alternative setting.

Leamington Community 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 (as per paragraph 163 of Keeping Children Safe in Education)

Leamington Community Primary School will also continue to consider and make referrals to the Teaching Regulation Agency (as per paragraph 166 of Keeping Children Safe in Education). 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 and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Leamington School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs of 148-156 in KCSIE.

8. Mental Health

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. Leamington Community Primary School will ensure there is appropriate support available for the whole school community at this time. Support can include existing provision in the school, or from specialist staff or support services. The DSL has compiled a list, with staff support, to identify any families that may need extra support with regards to mental health. These families receive phone calls once a week to check if they need any support or advice. The school website also provides further support and useful websites. The school mobile number can also be used 24/7 and the school facebook offers private messaging for parents who need support. Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Students have also been signposted towards mental health support via Kooth.com, Childline and NSPCC on the school website should they need to access support of this kind.

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home. The department has provided separate [guidance on remote education practices](#) during the coronavirus outbreak

9. Online safety in schools and Hubs

Where the site remains open, Leamington Community Primary School will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. Measures will be put in place to ensure safe IT arrangements and Leamington Community Primary School will consider what the contingency arrangements are if the named IT staff become unavailable.

The [UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves](#) that any new arrangements continue to effectively safeguard children online.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face

10. Online safety away from schools and Hubs

Where children are not physically attending a Hub/school, Leamington Community Primary School will consider the safety of our children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium alongside with the COVID addendum to this guidance](#) should be adhered to by all staff.

Any online learning tools or systems recommended for use by Leamington Community Primary School, are be in line with privacy and data protection/GDPR requirements.

Before closing, teachers discussed online safety and reinforced e-safety rules with all children. They also modelled how to report any concerns, using the 'report' button on websites. Children were also signposted to the school 'E-Safety' page and the online sites to help with concerns and staying safe e.g Childline, UK Safer Internet Centre, or CEOP.

The school mobile number and facebook page are available for parents/children to contact us regarding online safety concerns.

Any sites that school have recommended to families for home-school learning have been checked by the Deputy DSL/DHT and the Social Media Lead.

Our school will also be continuing to contact parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

Leamington Community Primary School acknowledges that some parents and carers may choose to supplement the school's online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance of only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as [Internet matters](#), [London Grid for Learning](#), [Net-aware](#), [Parent info](#), [Thinkuknow](#), [UK Safer Internet Centre](#), [Support for parents and carers to keep children safe from online harms](#) (includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying) and [Support to stay safe online](#) (includes security and privacy settings, blocking unsuitable content, and parental controls).

It is important that all our staff that interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per the child protection policy and where appropriate referrals will continue to be made to children's social care and as required the police.

11. Operation Encompass

When we receive an operation encompass notification relating to a pupil at our school, during the COVID-19 period, our response may be different to normal. If the subject of the notification remains in attendance at our school/hub, we will follow our usual procedures. If the child is not attending any setting and is being cared for at home, we will risk assess the situation taking into consideration the history of the child and family. This information will be used in order to determine our response to each individual case. In all situations we would always aim to speak to the child and actions will be recorded on CPOMs.

12. Peer on peer abuse

Leamington Community Primary School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within our main Child Protection policy. We will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns and actions will be recorded using the agreed methods and appropriate referrals made.

13. Links to Other Policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff behavior policy/Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy

14. Monitoring

Leamington will develop arrangements to ensure all staff and volunteers are aware and have understood any additional safeguarding guidance set out in this addendum.