



Leamington Community Primary School

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Safeguarding and Child Protection Policy: COVID-19 Appendix



Completed by: Mrs. I Kelleher
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Leamington Community Primary School: COVID-19 Appendix

Child Protection COVID-19 School Closure Arrangements

Annex Date: Updated 5.01.2021

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]

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/coronavirus/education-and-childcare>

This annex should be read alongside Leamington Community Primary School's Safeguarding and Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2020, 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 the 5th January 2021, schools were instructed to move to remote learning for all pupils other than those children of key workers and vulnerable children. Government guidance to support schools to plan and risk assess can be found here:

<https://www.gov.uk/coronavirus/education-and-childcare>

Our school's risk assessment will be updated and reviewed on an ongoing basis.

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. 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 Safeguarding and 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**.

All staff and volunteers should be aware of the heightened risk to all children and specifically those who are no longer attending school on a daily basis, and should ensure they are familiar with the indicators of abuse set out within the school's main Safeguarding and Child Protection Policy, including but not limited to, the key areas of:

- Domestic abuse
- Neglect
- Sexual abuse
- Criminal and sexual exploitation
- Radicalisation

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 via the link below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

Leamington Community Primary School's Safeguarding Team has identified any child that they consider to be vulnerable and has developed strategies to monitor their safety, wellbeing and welfare during this time, should they not utilise their place in school. 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 families; class teachers are able to contact families daily and in return can be contacted by students and parents when required.

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. In addition to this, 1-to-1 mentoring sessions will continue with identified pupils over the phone, these too will be recorded on CPOMS. Permission from parents/carers has been collected for these sessions and they take place on loud speaker. These families have also been signposted to the school website and school mobile number. This is discussed during 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, those unable to access remote learning and those at risk of experiencing mental health difficulties.

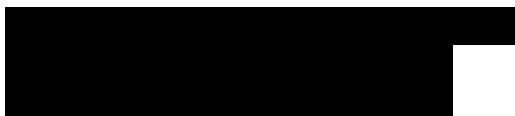
Leamington Community Primary School will continue to work with and support children's services to help protect vulnerable children. This is especially important during the COVID-19 period.

If a parent does not want to bring their child to school 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 whilst some can safely remain at home. Whilst there has been a priority list identified by the Local Authority, any child subject to a Child Protection Plan or LAC status can attend school.

3. Designated Safeguarding Lead

Schools should ensure, wherever possible, there is always a trained DSL or deputy available on site. All safeguarding concerns should be **reported verbally and in writing without delay** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Lead. It is recognised however that this may not be possible and where this is the case, we will consider the following option:

- A trained DSL or deputy is available to be contacted via phone, email or video call when working from home. All staff have the necessary details to contact the trained DSL or deputy when needed.
- If it is not possible to have a trained DSL or deputy on site, Leamington Community Primary School will ensure that there is a senior leader who takes responsibility for coordinating safeguarding on site. This senior leader can also take advice from School Improvement Liverpool's School Improvement Officers for Safeguarding:



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 Headteacher monitors the school mobile. The safeguarding email address (safeguarding@leamington.liverpool.sch.uk) is also monitored by the head teacher 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) and Deputy DSL (Rachel Mellor) are working from home and can be contacted via phone, email and the school's CPOMS system. The Head Teacher (Mr. Paul Vine) is a senior leader and will take responsibility for co-ordinating safeguarding on site. In the event of members of the safeguarding team become unavailable during the COVID-19 period, Mrs. Natalie Boyd (SENCO) should be contacted and access to all Child Protection Records can be accessed on the schools CPOMS system by SLT.

All staff also have access to CPOMs, where concerns can be logged and the necessary staff alerted. Staff should follow the procedures set out in the main Child Protection policy for contacting and reporting concerns to the DSL and/or deputy.

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.

4. Safeguarding procedures

Our school will continue to follow our Safeguarding and Child Protection policy, Managing Allegations policy and Staff Code of Conduct. The school will continue to follow normal [Local Safeguarding Children Board Procedures](#). For children who continue to attend the school site, staff responsible for those children will be aware of children with specific safeguarding or health needs or disabilities. Medicines should be stored and administered safely. Everyone should be clear as to the setting's child protection and fire evacuation procedures and other key safeguarding policies. Those working on the school premises should know how to contact the on-site Designated Safeguarding Lead/Deputies and First Aiders. If staff are working on a rota basis, there should always be appropriately trained key personnel on site. The names of these staff should be displayed and updated as required.

Where staff in school have a concern about a child, they should continue to follow the process outlined in our main Child Protection policy and the Local Safeguarding Children Board Procedures. This includes making a report via CPOMs under the category of 'Safeguarding Concern'. Staff are reminded of the need to report any safeguarding concern immediately, **both verbally and in writing, and without delay** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Lead. 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 twice a week withholding their personal numbers.

The revised statutory guidance, Keeping Children Safe in Education (DFE 2020) emphasises the need to report **any safeguarding concerns related to a child's mental health** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Lead.

If any member of staff believes a child is at risk of harm then the Designated Safeguarding Lead should ring Liverpool Careline on 0151 233 3700 (or the children's services department of the local authority where the child lives), **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.

School will continue to obtain the voice of the child to appropriately support assessment of the child's level of need.

[Safeguarding-mate](#) can provide additional key guidance to all staff regarding key safeguarding procedures.

www.schoolimprovementliverpool.co.uk/safeguarding-mate/

If school staff or governors need further safeguarding guidance or support then they should email

Concerns regarding the conduct of any adult working on site (**staff member, volunteer, supply staff, other third-party staff**) should continue to be dealt with in line with the school's managing allegations policy and local safeguarding children partnership procedures.

5. Attendance monitoring

All staff should remain vigilant to poor or erratic attendance being an indicator of safeguarding concerns, particularly neglect or child exploitation. School Improvement Liverpool has provided additional guidance and escalation processes for monitoring the attendance of vulnerable students including when children suddenly stop attending and cannot be contacted. In these circumstances the school will act, without delay, to establish the welfare of a child. School staff may conduct a door step visit to a child's home following all social distancing guidance. This can provide opportunity to speak to a child and understand their needs and wishes whilst maintaining social distancing. Attendance issues will continue to be discussed during safeguarding supervision meetings.

Leamington Community Primary School will continue to monitor all vulnerable children by contacting them weekly by phone and making home visits as required, if the family do not take up the offer of a vulnerable child place or the child stops attending. Leamington Community Primary School will follow up with any parents/carers or social workers who have arranged care for their child but their child subsequently does 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Leamington Community Primary School will work with their social worker in order to overcome any barriers and ensure the child remains safe and well. 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 increased risk.

Shielding advice is currently in place; therefore, all children identified as clinically extremely vulnerable are advised not to attend school.

6. 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.

The government introduced temporary changes to support the ID checking during the first national lockdown:

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

It is assumed these temporary changes may be reintroduced. In all cases, all the DfE pre-employment checks set out in Keeping Children Safe in Education will need to have been completed including ensuring all original documents have been physically seen prior to the individual commencing work.

Where schools are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education. 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that our school is aware, on any given day, which staff and volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Leamington Community Primary School will continue to keep the single central record (SCR) up to date as outlined in Keeping Children Safe in Education.

7. Mental Health

It is acknowledged that the current circumstances surrounding lockdown and 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 are ensuring that 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. School is currently using the Zones of Regulation approach and delivers a weekly PHSE session on Mental Health every Friday afternoon, this lesson is taught on site for those children attending school and remotely for those learning at home. The DSL has compiled a list, with staff support, to identify any families that may need extra support with regards to mental health. Children who normally receive weekly 1-to-1 mentoring support for Mental Health will continue to have access to this support remotely during school closure. 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. Students and parents have also been signposted towards mental health support via Kooth.com, Childline and NSPCC, ASD Partnership and the ADHD Foundation on the school website should they need to access support of this kind. School can also submit Referrals to YPAS, Our EMPH, and the See Hear Respond Service run by Barnardo's if required. School also has a wealth of resources we can share with families from our Padlet (online notice board) site, maintained by our Mental Health Lead.

Class teachers can also be contacted via Class Dojo and can call children and families to offer further support.

The school mobile number can 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.

All staff should be able to recognise behaviours in children that might suggest they are experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken following the school's child protection policy.

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?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

There are also a range of resources provided by the Liverpool Learning Partnership, available here:

<https://www.liverpoollearningpartnership.com/resources-to-help-during-social-distancing-and-self-isolation/>
https://padlet.com/jholder_llp/goingbacktoschool

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

8. Online safety

School staff should continue to refer to the guidance for online safety in the main Safeguarding and Child Protection policy.

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 and Child Protection Policy and, where appropriate, referrals should still be made to children's social care and as required, the police.

Where the site remains open for key worker and vulnerable children, 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.

To support schools in delivering online remote learning, the DfE have produced safeguarding guidance for remote education, available here:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

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

In the consideration of online safety, the DfE have revised Annex C of Keeping Children safe in Education which now provides guidance in respect of education at home. Where children are being asked to learn online at home, the department has provided advice to support schools and colleges do so safely: '[Safeguarding in schools colleges and other providers](#)' and '[Safeguarding and remote education](#)'

The school will also take account of the following guidance:

Gov.uk

[Teaching Online Safety in Schools](#)

[Advice for teachers and leaders on remote education during Covid-19](#)

[Get help with technology for remote education during coronavirus](#)

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

LGfL

<https://coronavirus.lgfl.net/safeguarding>

SWGfL

<https://swgfl.org.uk/resources/safe-remote-learning/>

[SWGfL - Safeguarding and privacy online](#)

[SWGfL guidance for schools re-opening](#)

UK Safer Internet Centre

<https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc>

<https://www.saferinternet.org.uk/advice-centre/safe-remote-learning-hub>

NSPCC

[NSPCC- Netware guidance around Zoom and other Apps](#)

[NSPCC: Online safety during the coronavirus](#)

[NSPCC: Undertaking remote teaching safely](#)

Where children are not physically attending school, Leamington Community 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. There is also further guidance in our school's Remote Learning Policy. 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 to be in line with privacy and data protection/GDPR requirements and are regularly reviewed and improved.

Teachers frequently discuss online safety and reinforce e-safety rules with all children. They also model how to report any concerns, using the 'report' button on websites. Children are 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. Teachers are in contact with children via Class Dojo and can offer further online safety advice and reminders when necessary. Children and parents/carers can also contact teachers using the messaging service on Class Dojo in regards to online safety concerns or questions.

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

Any sites and emerging technologies that school have recommended to families for home-school learning have been checked by the Deputy DSL/DHT and the Social Media Lead. Any data protection breaches will be reported to the data protection Officer.

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](#) and the [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.

9. Operation Encompass

If a child, subject to an Operation Encompass notification, is not attending our school 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.

If school receive a notification relating to a child who does not attend our setting, we will notify safeguarding.referrals@merseyside.police.uk.

Families at risk of Domestic Abuse can be signposted to the following resources:

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>

<https://www.womensaid.org.uk/covid-19-resource-hub/>

<http://thehideout.org.uk/>

<https://www.nationaldahelpline.org.uk/>

<https://safelives.org.uk/sites/default/files/resources/Safety%20planning%20guide,%20victims%20and%20survivors,%20COVID-19.pdf>

10. 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 Safeguarding and Child Protection policy. We will listen and work with the young person, parents/carers and any multi-agency partner required ensuring the safety and security of that young person. Concerns and actions will be recorded using the agreed methods and appropriate referrals made.

Our school will refer to the guidance detailed below:

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

13. Links to Other Policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection policy
- Staff Code of Conduct
- IT Acceptable Use policy
- Online Safety policy
- Remote Learning policy
- Health and Safety policy

14. Monitoring

Leamington Community Primary School will develop arrangements to ensure all staff and volunteers are aware and have understood any additional safeguarding guidance set out in this addendum. This appendix and the school's safeguarding arrangements will be kept under ongoing review.