



# Shottermill Junior School

## COVID-19 Arrangements for Child Protection and Safeguarding January 2021

**Policy owner:** Mrs Kate Barnes (Headteacher) / Mr Brian Moulds (Governor)

**Date created:** 18.01.2021

**Date shared with governors and trustees:** 20.01.2021

**Date shared with staff:** 20.01.2021

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### 1. Context

From 5<sup>th</sup> January 2021 parents were asked once again 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 who have a parent that is critical to the COVID-19 response and cannot be safely cared for at home.

As far as is reasonably possible Shottermill Junior School will take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining their child protection policy.

This addendum of the Shottermill Junior School's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas shown above.

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Kate Barnes	01428 642096	dsl@shottermill-jun.surrey.sch.uk
Deputy Designated Safeguarding Lead	Jayne Davies	01428 642096	senco@shottermill-jun.surrey.sch.uk
Home School Link Worker (and DSL)	Vicky Noble	01428 642096	HSLW@shottermill-jun.surrey.sch.uk
Chair of Governors	Simon Newland	01428 642096	chair@shottermill-jun.surrey.sch.uk
Safeguarding Governor	Brian Moulds	01428 642096	brian.moulds@shottermill-jun.surrey.sch.uk

## 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 are subject to a Child Protection Plan, a Child in Need Plan and those who are looked after by the Local Authority.

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.

The Headteacher and Designated Safeguarding Lead (and deputies / Home School Link Worker) 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.

Shottermill Junior 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: Kate Barnes (Lead DSL)

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 and/or there is a formal agreement with the Social Worker. 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 Shottermill Junior School will explore the reasons for this directly with the parent. We as a school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, Early Help worker etc.) are fully informed around the current attendance of the child (attending school or not) and if not attending school, the arrangements that we have put in place around safeguarding this child.

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

Shottermill Junior School will encourage our vulnerable children and young people to attend school, including remotely if needed.

#### **4. Attendance monitoring**

Local authorities and education settings are now required to resume recording their usual day-to-day attendance of pupils and follow up on non-attendance of pupils expected to attend school.

Vulnerable children are required to attend school every day including Looked After Children, Children subject to a Child Protection Plan and Children subject to a Child In Need Plan.

If a vulnerable child is absent from school, we will:

- Attempt to make contact with the parent via email or telephone.
- Notify the social worker immediately where there are concerns for the family or child.

The Department for Education has continued its expectation that all schools complete their daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

#### **5. Designated Safeguarding Lead**

Shottermill Junior School has a Designated Safeguarding Lead (DSL) and three Deputy DSLs.

The Designated Safeguarding Lead is: **Kate Barnes**

The Deputy DSLs are: **Jayne Davies, Julie Hall** and **Vicky Noble**

A member of the DSL team will always be available during school hours. 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 designated senior member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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 our 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. Refer to [guidance Changes to Child Protection Conferences](#)

### **Home Schools and Hub School DSL Safeguarding Responsibilities**

(N.B Home School: School which pupil normally attends. Hub School: School which is physically open and children from other schools are attending.)

The Home School maintains responsibility for safeguarding children on roll.

The Home School must ensure that the hub school has the contact details for their DSL. Each Home School DSL should have the contact details of the hub school DSL. Where there is a need to make a Request for Support to children's social care or to contact an allocated social worker, the home school DSL retains responsibility for these tasks with support from the hub school.

It is important for the Home School to provide any relevant safeguarding information relating to individual pupils to the Hub School DSL and other staff on a need to know basis.

What information does the Hub School need to provide to the Home School?

*The Hub School must provide a daily record of attendance to the home school.*

What information does the Home School have to provide to the Hub School?

*Confirmation from the home school Headteacher listing the staff that will be deployed and confirming that the relevant safer recruitment processes and checks have been carried out (DBS etc.).*

Operation Encompass Notifications from the police received by a DSL of a Home School about a child(ren) attending a Hub School need to be shared with the Hub School DSL.

## 6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy and 'Raising Awareness Pack', which includes making a report via C-SPA if a DSL is unavailable. Staff or volunteers working in school, should also immediately alert the DSL/ Deputy DSL by logging their concern through CPOMS. This can be done on-site or off-site. Staff are reminded of the need to report any concern immediately and without delay and to telephone one of the DSLs to inform them of any serious concern which may require immediate action (staff have relevant phone numbers for out of hours contact with DSLs).

All other volunteers, parents or members of the community, can report any safeguarding concern to any member of the DSL team, or if out of school hours, to the designated safeguarding email address: [dsl@shottermill-jun.surrey.sch.uk](mailto:dsl@shottermill-jun.surrey.sch.uk)

**Any member of staff, or volunteer should call 999 if they are concerned for the immediate safety of a child.**

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the Headteacher immediately and follow the school's whistleblowing policy and procedures. If staff have not been able to reach the Headteacher, they should report their concern directly to the LADO on 0300123 1650 option 3 LADO, email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk).

In dealing with allegations or concerns against an adult, staff must:

If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of Governor as soon as possible. If the Chair of Governors is not available, then the LADO should be contacted directly.

There may be situations when the Headteacher or Chair of Governors will want to involve the Police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.

Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO on 0300123 1650 option 3 LADO Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) immediately and before taking any action or investigation.

Following consultation and advice from the LADO inform the parents of the allegation unless there is a good reason not to.

In liaison the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the Police.

If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2020) and the SSCP procedures.

## **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, 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.

Where new staff are recruited, or new volunteers enter our 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 (which will be similar to their current setting if a Surrey school), confirmation of local processes and confirmation of DSL arrangements. All staff also receive a 'Awareness Raising Pack' which is unique to our setting.

## **8. 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, Shottermill Junior 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 our 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.

Shottermill Junior 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, in line with advice from the LADO where appropriate.

Shottermill Junior 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 Shottermill Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## **9. Online safety in schools and colleges**

Shottermill Junior School will continue to provide a safe environment, including online. This includes the use of appropriate filters and online monitoring systems.

Where children are using computers in school, appropriate supervision will be in place. Children attending live sessions held in school, will be supervised by adults to ensure that an appropriate background is used (e.g. not sharing photographs of class members or showing who else is in school).

Where children are accessing Google Classroom online learning, their 'chat' will be monitored by the adults supervising in school, as well as the Teachers leading their classroom stream. Any issues will be reported to the Class Teacher and dealt with under the school's behaviour policy.

Children attending school, are not permitted to bring in personal mobile phones until further notice.

## **10. Children and online safety away from school and college**

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.

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

Below are our 'acceptable use' expectations when delivering online learning, especially where webcams and live sessions are involved:

- Staff will take care to ensure that any online videos posted are professional and recorded in a manner that does not pose a safeguarding risk to pupils or breach data protection.
- No 1:1 sessions will take place, group sessions will be held only.
- A second member of staff will join any live sessions, for safeguarding purposes.
- 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 / changed to ensure personal information is not inadvertently shared.

- The live class should be recorded so that if any issues were to arise, the video can be reviewed (this recording will be stored securely for up to 30 days).
- Live classes should be kept to a reasonable length of time (maximum 30mins), or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including from any family members in the background.
- Staff must only use platforms (Google Classroom) provided by Shottermill Junior School to communicate with pupils.
- Staff should record, the length, time, date and attendance of any live sessions held.
- Under no circumstances will children or parents be permitted to take screenshots or recordings for their own purposes.
- Parents or carers are asked to remain in the vicinity of the live lesson taking place so they can monitor their child's behaviour.
- At the end of the session, teachers will ensure all pupils have left the 'virtual room' before exiting themselves. A new link will be created for subsequent individual sessions.

All staff at Shottermill Junior school will be reminded of the following policies (see Staff Handbook):

- Staff code of conduct.
- Acceptable users' policy.
- Social media guidance contained within the Staff Handbook

Shottermill Junior School expects its parents and carers to continuously monitor their child's access to online learning and Google Classroom, to ensure that they are accessing the correct tasks, using the chat facility in an appropriate way and responding to teacher comments in a timely manner.

The 'private comments' tool in Google Classroom is designed for children to communicate with their teacher about the work or any concerns that they may have. We understand that parents may use this approach to ask questions on behalf of their child, however this approach should be used appropriately and linked to the work set. Any safeguarding concerns should come directly to the school using the DSL email address: [dsl@shottermill-jun.surrey.sch.uk](mailto:dsl@shottermill-jun.surrey.sch.uk)

Access to Google Classroom will only be permitted for pupils with a **@shottermill.school** account. Parents will not be granted access to the school online learning platform.

If a child is unwell or has an appointment and cannot complete their work or attend a live session, the parent is asked to notify School Office as soon as possible.

Shottermill Junior School will continue to send updates to parents on the topic of e-safety, in order to help parents keep their children safe online.



## **11. Supporting children not in school**

Shottermill Junior School is committed to ensuring the safety and wellbeing of all its children.

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, which may include following any or all of these key steps:

- Each member of the DSL team have responsibility for contacting named children on the 'vulnerable list' and ensuring their wellbeing.
- Use of CPOMS to record concerns or important information, which may relate to a safeguarding concern for a pupil.
- Regular DSL Team communication with parents, teachers and any other staff to ensure close monitoring of vulnerable children.
- DSL catch up meetings to talk through our list of vulnerable children and how we are supporting them and any actions required.
- DSLs will use systems to track any pupils causing concerns (e.g. those with barriers to their learning)
- In some circumstances, we will undertake 'door stop' visits to check on the welfare of children.

Our HSLW is a key part of our Covid-19 response and will be on hand to provide additional support (e.g. foodbank vouchers, access to charity or financial support, access to advice about parenting and health services such as the school nurse).

The school will share safeguarding messages on its website, via email and through its social media pages.

Shottermill Junior 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. Parents can find helpful resources on our 'Wellbeing' area of the school website.

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

Shottermill Junior 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 also.

## **12. Supporting children in school**

Shottermill Junior School is committed to ensuring the safety and wellbeing of all its students.

Shottermill Junior 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.

Shottermill Junior 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.

Shottermill Junior 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.

### **13. Peer on Peer Abuse**

Shottermill Junior 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 (using CPOMS), and appropriate referrals made.

### **14. Surrey SEND**

Surrey SEND team are all working from home. Contact number is 01737 737300 and it is possible to leave a message 24 hours a day – they will be checked throughout the day and evening. · The contact sheet is on the website – [www.sendadvice.surreycc.gov.uk](http://www.sendadvice.surreycc.gov.uk) and this is sent directly to their inbox, enabling them to call or reply via email.

The team will be working throughout the day and evening to ensure they can advise as quickly as possible. Email is [sendadvice@surreycc.gov.uk](mailto:sendadvice@surreycc.gov.uk). Where possible do leave a landline number, a mobile and your e-mail address.

**All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.**

**If staff are working from home, they will be asked to email confirming the above.**