



# Safeguarding and Child Protection Policy

## Appendix (February 2022)

### 1. Rationale (relating to varying school opening)

From 20<sup>th</sup> March 2020 parents/carers were asked to keep their children at home, wherever possible, and for schools and childcare providers to remain open only for a strictly limited number of children who absolutely needed to attend.

ie. Children who are vulnerable or children whose parents are key workers and are critical to the COVID-19 response and who cannot be safely cared for at home.

Guidance on key worker definition (updated 5<sup>th</sup> January 2021):

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

From week commencing 1<sup>st</sup> June 2020, the Government asked primary schools to welcome back children in Nursery, Reception, Year 1 and Year 6, alongside priority groups (children within the above category(ies)). Full details can be found on the Whole School COVID-19 Risk Assessment on the school website under Parent Zone tab.

From the start of the 2020/21 academic year, the Government requested all pupils should return to school with school's advised to put various measures in place to reduce the risk of spreading COVID-19 (full details can be found on the Whole School COVID-19 Risk Assessment on the school website under Parent Zone tab). As part of the control measures, it may be deemed necessary for some children to isolate at home if a child or adult, they have been in close proximity to for a sustained time period, has tested positive for COVID-19. Birkwood Primary School would like to highlight that such instances will only be advised when this is absolutely necessary and will continue to pay attention to updated advice from the relevant bodies. In the instance of children or adults needing to remain at home the protocol detailed within this appendix will be adhered to alongside the school's Safeguarding and Child Protection Policy (updated September 2020).

On Monday 4<sup>th</sup> January 2021, the Government announced a 2<sup>nd</sup> National Lockdown, this meant from Tuesday 5<sup>th</sup> January 2021

*'During the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to vulnerable children and young people and the children of critical workers only.'*

In addition, during the period of lockdown, all schools have a statutory obligation to provide remote learning for all children.

This addendum of our Safeguarding and Child Protection policy is particularly relevant to vulnerable children and contains details of our safeguarding arrangements in the following areas:

1. Rationale
2. Key Contacts
3. Vulnerable children
4. Supporting children not in school
5. Supporting children in school
6. Attendance Monitoring and Designated Safeguarding Leads
7. Reporting a concern
8. Safeguarding Training and induction
9. Safer recruitment/volunteers and movement of staff
10. Online safety in schools and colleges
11. Children and online safety away from school and college
12. Peer on Peer Abuse
13. Support from the Local Authority

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Mr Ben Froggatt	Shared with staff/Governors/LA	Shared with staff/Governors/multi-agency teams/parents via website
Deputy Designated Safeguarding Leads	Mr Daniel Wood Mrs Linda Taylor Mrs Jill Birch	Shared with staff/Governors/LA	Shared with staff/Governors/multi-agency teams/parents via website
Safeguarding Governors	Mr Paul Sabin	Shared with staff/Governors/LA	Shared with staff/Governors/multi-agency teams/parents via website

## 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, including children who have a Child Protection (CP) 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. The school will make regular contact (at least weekly) with the relevant families during the period of school closure/should the child(ren) be unable to attend school. The full updated can be found on <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>.

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 (DSL) 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 and school will inform parents/carers about the Government's updated advice that their child(ren) should attend school, however the decision will be made by the parent/carers.

## 4. Supporting children not in school

Birkwood Primary School are fully committed to ensuring the safety and wellbeing of all of 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, school will ensure that a communication plan is in place for that child or young person and this be recorded on CPOMS (school's online and secure safeguarding recording system).

In the event of a full school closure, details of other welfare checks are recorded on CPOMS or the school's 'Vulnerability document', which is RAG rated with details of the frequency of contact. Class teachers will undertake 'well-being checks' by contacting the parents/carers of children in their class on a weekly basis (in addition to vulnerability checks) for the children who have not been accessing remote learning and are not attending school. In addition, the DSL will upload the Local Authority Safeguarding tracker to the designated platform by 3pm every Friday, when requested.

Communication plans can include: remote contact, phone contact, door-step visits; other individualised contact methods will be considered and recorded.

Birkwood Primary School and its DSL, will work closely with all stakeholders to maximise the effectiveness of any communication plan, this will be constantly reviewed on a child-by-child basis.

Birkwood Primary School will share messages regarding safeguarding and vulnerability updates on its website and via Twitter. We will also signpost support services to children and their families around a range of issues like home learning, mental health support and financial advice when available.

School recognises its role as a protective factor for children, and that the current circumstances can affect their mental health and that of their parents/carers. Teachers will be aware of this when setting expectations of pupils' work when they are at home.

We will ensure that where we care for children on site, we ensure appropriate support is in place for them according to school's policies and practices, this will be bespoke to each child and recorded on CPOMS if and when necessary.

## **5. Supporting children in school**

Birkwood Primary School is committed to ensuring the safety and wellbeing of all its children. We will continue to provide a safe space for 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 and minimise risk.

We will adhere to 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 COVID-19.

Where the school has concerns about the impact of staff absence – such as the DSL or first aiders – this will be discussed with the Local Authority.

We will continue to work with and support children's social workers to help protect vulnerable children. This includes the Local Authority virtual School Headteacher (VSH) for looked-after and previously looked-after children.

Where parents/carers are concerned about the risk of the child contracting COVID-19, school leaders or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Birkwood Primary School will encourage vulnerable children to attend school, including remotely if needed.

## **6. Attendance monitoring**

From 2<sup>nd</sup> September, school will resume taking the usual attendance registers. In addition, Birkwood Primary School will continue to complete and upload the requested attendance data to the DfE portal and to the Local Authority via Perspective Lite, when requested.

## **7. Designated Safeguarding Lead**

Birkwood Primary School has a Designated Safeguarding Lead (DSL) and 4 Deputy DSLs.

### **The Designated Safeguarding Lead is:**

Mr Ben Froggatt (Deputy Headteacher)

### **The Deputy Designated Safeguarding Leads are:**

Mr Daniel Wood (Headteacher)

Mrs Linda Taylor (Parent Support Advisor)

Mrs Jill Birch (Senior HLTA)

Miss Katy Ward (EYFS 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.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. This might include updating and managing access to CPOMS 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 or college.

It is important that all leaders, staff and volunteers have access to a trained DSL (or deputy).

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be undertaken remotely.

## **8. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding and Child Protection Policy, this includes making a report via CPOMS, which can be undertaken remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the DSL/deputy. This will ensure that the concern is received and relevant action taken.

Staff are reminded of the need to report any concern immediately and without delay, whatever the circumstances.

Where staff are concerned about an adult working with children in the school, they should refer to the school's 'Staff Code of Conduct' and 'Whistleblowing' policies.

Concerns around the Headteacher should be directed to the Chair of Governors, Mr Paul Sabin.

The Local Authority will continue to offer support in the process of managing any allegation.

## **9. Safeguarding Training and Induction**

All existing school staff and Governors have had basic safeguarding training and have received and read Part 1 of Keeping Children Safe in Education (2021) (KCSiE). 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 a school, they will continue to be provided with a safeguarding induction following the school's induction arrangements.

## **10. Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, the school will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 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.

Birkwood 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. Full details can be found at paragraph 163 of KCSiE.

Birkwood Primary 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSiE.

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

Birkwood Primary School will continue to provide a safe environment, including encouraging parents/carers to keep their children safe online. This includes the use of an online filtering system. School will share regular online safety information to parents/carers via our website and Twitter.

Where children are using computers in school, appropriate supervision will be in place.

## **12. 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 that 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.

Online teaching should follow the same principles as set out in the school's 'Online Safety Policy' and other relevant policies and codes of conduct.

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

Below are some things to consider when delivering virtual lessons/video conferencing, especially where webcams are involved:

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gatekeep and check content and comments
- 1:1 video conferencing is strictly prohibited – in no circumstances should staff make or take video calls with pupils. If video conferencing is to be used to support vulnerable pupils, 2 staff should be present at all times
- Suitable clothing should be worn by anyone in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred where ever possible
- If live classes are used they should be recorded so that if any issues were to arise, the video can be reviewed
- Language must be professional and appropriate, including any family members in the background
- Staff should record, the length, time, date and attendance of any sessions held

Where school have supported children who are deemed digitally excluded, by loaning a device, parents/carers must sign to confirm that it is their responsibility to ensure all E-safety measures are in place and all security settings are enabled. This also includes adequate supervision.

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

Birkwood Primary School recognises that during lockdown 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 and Child Protection Policy.

School will listen and work with the child, parents/carers and any multi-agency partner required to ensure their safety and security.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

#### **14. Support from the Local Authority**

The LA will provide support and guidance as appropriate to enable the DSL and/or school leaders to carry out their role effectively. This includes regular updates on guidance from central or local Government, access to supporting services and signposting new departments to support the COVID-19 response.

The LA will also provide regular cluster lead, group and/or individual supervision support; this may take the form of an online meeting or emailed documentation.

**This Appendix will be reviewed appropriately in line with Government COVID-19 guidance/restrictions.**

Mr Paul Sabin (Chair of Governors)

Mr Daniel Wood (Headteacher)

Mr Ben Froggatt (DSL and Deputy Headteacher)