



# **Addendum to the Safeguarding Policy - COVID-19 school arrangements for Safeguarding and Child Protection at Cantrell Primary School**

**School Name: Cantrell Primary School**

**Policy owner: Jacquie Ellis**

**Date: June 2020**

**Date shared with staff: June 2020**

## **1. Context**

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Cantrell Primary School Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context .....</b>	<b>2</b>
<b>3. Vulnerable children.....</b>	<b>3</b>
<b>4. Attendance monitoring.....</b>	<b>4</b>
<b>5. Designated Safeguarding Lead .....</b>	<b>5</b>
<b>6. Reporting a concern.....</b>	<b>5</b>
<b>7. Safeguarding Training .....</b>	<b>6</b>
<b>8. Safer recruitment and movement of staff.....</b>	<b>6</b>
<b>9. Online safety in school.....</b>	<b>7</b>
<b>10. Children and online safety away from school .....</b>	<b>7</b>
<b>11. Supporting children not in school .....</b>	<b>7</b>
<b>12. Supporting children in school .....</b>	<b>7</b>

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Jacque Ellis	0115 9155770	<a href="mailto:admin@cantrell.nottingham.sch.uk">admin@cantrell.nottingham.sch.uk</a>
Designated Safeguarding Lead	Ralph Surman	0115 9155770	<a href="mailto:admin@cantrell.nottingham.sch.uk">admin@cantrell.nottingham.sch.uk</a>
Deputy Designated Safeguarding Lead	Emma Bell	0115 9155770	<a href="mailto:admin@cantrell.nottingham.sch.uk">admin@cantrell.nottingham.sch.uk</a>
Headteacher	Debbie Weaver	0115 9155770	<a href="mailto:admin@cantrell.nottingham.sch.uk">admin@cantrell.nottingham.sch.uk</a>
Chair of Governors	Sue Anthony	Number held in the school office	<a href="mailto:admin@cantrell.nottingham.sch.uk">admin@cantrell.nottingham.sch.uk</a>
Safeguarding Governor	Julie Whitworth	Number held in the school office	<a href="mailto:admin@cantrell.nottingham.sch.uk">admin@cantrell.nottingham.sch.uk</a>

**Staff are reminded that they can make a referral in exceptional circumstances to Children and Families Direct: 0115 8764800 and/or LADO contact number 0115 8764725.**

### Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

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

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in

order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and 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.

Senior leaders, especially the Designated Safeguarding Lead 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.

Cantrell Primary 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: Jacquie Ellis

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. 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 DSL will explore the reasons for this directly with the parent.

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

### **Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Cantrell Primary School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are key workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

DSL's and social workers will work with and agree with parents/carers whether vulnerable children should be attending school – DSL's will then follow up on any pupil that they were expecting to attend, who does not. DSL's will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, we will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, DSL's will notify their social worker.

## **Designated Safeguarding Lead**

Cantrell Primary School has Designated Safeguarding Leads (DSL) and a Deputy DSL.

The key contacts are detailed at the start of this document.

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.

This might include updating and managing access to child protection files and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all Cantrell Primary School staff have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes raising a concern via My Concern.

Staff are reminded of the need to report any concern immediately and without delay, if they believe the child to be at imminent risk of harm.

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should only be directed to the Chair of Governors.

## **Safeguarding Training**

DSL training will not 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 (2019). 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 undertake work at Cantrell Primary School, they will continue to be provided with a safeguarding induction.

## **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. When recruiting new staff, Cantrell Primary 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 (2019) (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.

Cantrell 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.

Cantrell 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Cantrell Primary School will continue to keep the single central record (SCR) up to date as

outlined in paragraphs 148 to 156 in KCSIE and ensure there is a record of which staff are onsite daily either on the SCR or separately.

### **Online safety**

Cantrell Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

### **Children and online safety away from school**

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

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

### **Supporting children not in school**

Cantrell Primary School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, a risk assessment will be completed and review fortnightly. Alongside this, DSL's will work with Attendance Officer (Mick Astil) to ensure weekly home welfare checks are completed. A record of these will be kept on My Concern.

Cantrell Primary School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Cantrell Primary School are aware of this when setting expectations of pupils' work where they are at home.

### **Supporting children in school**

Cantrell Primary School is committed to ensuring the safety and wellbeing of all its students.

Cantrell Primary 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.

Cantrell Primary 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.

Cantrell Primary School will ensure that where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded where necessary on My Concern.