



COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Grange Park Primary School



Version and Date		Action/Notes	Date Written	Date to be Reviewed
1.0	31.03.2020	Approved by Trust Board	30.03.2020	1 Year – 2021
2.0	24.09.2020	Approved Via Chairs Action	Sept 2020	1 Year - 2021

Context

Due to the statutory guidance in response to COVID-19 it may be necessary to close the school premises in its entirety or have select year groups or children who are unable to attend school.

This addendum of the Grange Park Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in light of the above circumstances, the school would continue to follow where applicable the main policy alongside any of the following amendments.

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Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead/ Headteacher	Tijen Hassan	020 8360 1001	office@grangeparkprimaryelt.org
Deputy Designated Safeguarding Lead	Cathy Basiel	020 8360 1001	office@grangeparkprimaryelt.org
Safeguarding Trustee	Julie Rayson		julie.rayson@grangeparkprimaryelt.org
Chair of Trustees	John West		John.west@enfieldlearningtrust.org
Chair of Local Education Committee	Alex Monk		
Chief Executive Officer	Sarah Turner	07917 462390	Sarah.turner@enfieldlearningtrust.org
Deputy Chief Executive Officer	Androulla Nicou	07540 725693	Androulla.nicou@enfieldlearningtrust.org

Vulnerable children

Vulnerable pupils 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 pupils who have a Child Protection Plan and those who are looked after by the Local Authority. A pupil 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.

In the event of a pupil with an EHC plan being unable to attend school they will be risk-assessed in consultation with the Local Authority and parents, to decide how their needs can be met. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. The school will work with external agencies in order to provide support. Where the pupil is in school, the school will accommodate working with agencies and supporting pupils whilst ensuring the health and safety procedures outlined in the school's risk assessment are adhered to.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Pupils who are entitled to FSM will be provided, in the event of a full lockdown, with vouchers. Where the school remains open but the pupil is unable to attend, they will be provided with a school dinner which is to be collected. In exceptional circumstances the school may deliver the meal if appropriate.

Where the school only remains open to key groups of pupils, as outlined by the government, due to a lockdown, senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable pupils are; therefore, they have the flexibility to offer a place within school to those on the edge of receiving pupil's social care support.

In all eventualities the school will continue to work with and support pupil's social workers to help protect vulnerable children. This includes working with and supporting pupil'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: Karen Ayres

There is an expectation that all pupils, including vulnerable pupils who have a social worker will attend an education setting, so long as they do not have underlying health conditions as outlined by the statutory guidance that put them at risk or they are displaying symptoms or having to self-isolate.

Attendance Monitoring

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies or the school has had to make alternative arrangements due to the virus. See Attendance policy for further details.

Where any pupil we expect to attend school doesn't attend, or stops attending we will:

- Follow up on their absence with their parents or carer on the first day of absence
- Carry out home visits if the school has not been contacted by the parents after being absent for three consecutive days
- If no contact is made with families of pupils missing from education, after two weeks the school would follow procedures and report the pupil missing from education.
- If the pupil has an allocated social worker they will be notified of their absence on the first day

In all circumstances where a vulnerable pupil does not take up their place at school, or discontinues, the school will notify their social worker.

In the event that a pupil is unable to attend school due to a statutory reason for example if they are self-isolating or if the school site has to close the school will:

- Monitor and record the number of pupils who are isolating for 14 days
- Carry out welfare calls at the end each week
- Provide remote learning that is aligned with in school provision. Resources will be provided by the school in order to enable pupils to access education. See Remote Learning Policy for further details.

Reintegration

If parents have concerns about sending their child/ren back to school, schools should discuss these concerns and provide reassurance of the measures in place to stop the spread of infection. The school should be clear with parents that all pupils of compulsory school age must be in school unless a statutory reason applies. The school should identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and will develop plans for re-engaging them.

Consideration is made by the school that some children and young people returning to school will have been exposed to a range of trauma and adversity and increased safeguarding and welfare risks.

Designated safeguarding leads (DSLs) will be provided with more time, especially in the first few weeks of the Autumn term, to provide support to staff and pupils regarding any new child protection and welfare concerns and handle referrals to children's social care and other agencies.

Designated Safeguarding Lead

The school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Tijen Hassan

The Deputy Designated Safeguarding Lead is: Cathy Basiel

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 co-ordinating safeguarding on site.

This might include updating and managing access to the child protection paper management system 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 school staff and volunteers have access to a trained DSL (or deputy) and will be made aware if there are any absences as to who this person is.

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

Reporting a Concern

Where staff have a concern about a pupil, whether the pupil is currently attending or is at home, they should continue to follow the process outlined in the Safeguarding and Child Protection Policy, this includes making a report on a pupil concern form, which can be done remotely.

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

Where staff are concerned about an adult working with children in the school, they should use a form to report the concern to the Headteacher; if it is a **member of teaching or support staff** that has observed the concern, they should use a **Cause for Concern** form, or have a verbal conversation with a member of the safeguarding team. When the **designated staff member** records the concern, it should be on the GP **'Allegations re: a member of staff'** form, which can be received from the safeguarding team member. It also needs to be recorded on the spreadsheet detailing allegations of this kind and how they have been dealt with. 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 be directed to the Chief Executive Officer: Sarah Turner.

Peer on Peer Abuse

The school recognises that whilst pupils may be unable to attend school 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.

The school will listen and work with the pupil, parents/carers and any multi agency partner required to ensure the safety and security of that pupil. Concerns and actions must be recorded via the normal procedure.

The Enfield Learning Trust will continue to offer support in the process of managing allegations.

Safeguarding Training and Induction

DSL training is still required to be up to date and must be completed either face to face or virtually.

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 start at the school, they will continue to be provided with a safeguarding induction and expected to complete the relevant safeguarding training.

During a complete lockdown, 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

For movement within the Trust, schools should seek assurance from the Headteacher of the school the member of staff is coming from.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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 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.

If the school is utilising volunteers, the school 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.

The 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.

The 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

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, the school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online Safety in Schools

The 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.

Pupil and Online Safety Away From School

It is important that all staff who interact with pupils, 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.

Staff will not engage with video calling, except where it has been agreed by the Headteacher in advance for checking in with vulnerable pupils. Staff will communicate with pupils via a school owned device and through school platforms. School devices and technology that are being sent home will have permitted restrictions to ensure the tracking of online use.

Online teaching should follow the same principles as set out in the MAT code of conduct.

The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff should only contact pupils during school hours. See Online Safety Policy for further details.

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

- No 1:1s, groups only
- 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
- The live class should be recorded so that if any issues were to arise, the video can be reviewed

- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff must only use approved by the school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held

Supporting Pupils in School

The school is committed to ensuring the safety and wellbeing of all its pupils. The school will take into consideration the wellbeing of the pupils and will implement across the school day ways in which to address their mental health and encourage them to voice any concerns or worries that they have.

Those pupils who have been personally affected by COVID will be supported within school and engagement with parents and agencies will be sought if necessary.

The 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.

The 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.

The whole community is informed of the measures that are in place within the school to ensure safety in preventing the virus. All stakeholders will sign a home-school agreement to ensure that these are understood and adhered to.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trust.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes support, guidance and direction.

The MAT will also provide regular group and individual supervision sessions if required. This may take the form of an online meeting.

This policy will be reviewed when Government guidance is updated and/ or when a school's circumstances relating to COVID deems necessary to amend by the Board of Trustees.

Signature of Chair of Trustees:	Signature of Chief Executive Officer:
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