



ST LAWRENCE CE PRIMARY SCHOOL

**Addendum: COVID-19 school
closure arrangements for
Safeguarding and Child
Protection**

Appendix 1 COVID-19 school closure arrangements for Safeguarding and Child Protection - Document Status

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Context	Page
Vulnerable children	Page
Attendance monitoring	Page
Designated Safeguarding Lead	Page
Reporting a concern	Page
Safeguarding training and induction	Page
Safer recruitment/volunteers and movement of staff	Page
Online safety in school/college	Page
Children and online safety away from school/college	Page
Supporting children not in school	Page
Supporting children in school	Page

Context

From 20th 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 COVID19 response and cannot be safely cared for at home.

From Monday March 30th, 2020, St Lawrence pupils joined the Tibberton pupils to work as a federation hub arrangement to enable in school care during the COVID-19 response.

This addendum of the St Lawrence CE Primary School Child Protection and Safeguarding policy contains details of our individual safeguarding arrangements. We will follow [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#)

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Helen Osterfield	01952 387790	helen.osterfield@taw.org.uk
Deputy Designated Safeguarding Leads	Alison Moore Laith Al-Asmar	01952 387780	alison.moore@taw.org.uk laithali.al-asmr@taw.org.uk
Headteacher	Helen Osterfield	01952 387790	helen.osterfield@taw.org.uk
Chair of Governors	Paul Evans		A3109@telford.gov.uk
Safeguarding Governor/Trustee	Helen Ashby		A3109@telford.gov.uk

Vulnerable children

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

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 EHCP will be risk-assessed. School name will complete this and where necessary they will consult 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 an EHCP 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 (and deputy) 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, such as from Telford & Wrekin Council Strengthening Families Team.

St Lawrence CE 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: Helen Osterfield

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 St Lawrence CE Primary School will explore the reasons for this directly with the parent.

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

St Lawrence CE Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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 St Lawrence CE Primary School has any children in attendance (e.g. because they are vulnerable or their parent(s)/carers are critical 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.

St Lawrence CE Primary School and social workers will agree with parents/carers whether children in need should be attending school. St Lawrence CE Primary School will then follow up on any pupil that they were expecting to attend, who does not St Lawrence CE Primary School 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, St Lawrence CE Primary School 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, St Lawrence CE Primary School will notify their social worker and team manager.

We will follow the Telford & Wrekin Council and Telford & Wrekin Safeguarding Partnership Covid-19 Advice for DSLs – Partial & Full Closures, issued 20/03/2020.

Designated Safeguarding Lead

St Lawrence CE Primary School school has a Designated Safeguarding Lead (DSL) and 2 Deputy DSLs.

The Designated Safeguarding Lead is: Helen Osterfield

The Deputy Designated Safeguarding Leads are: Alison Moore and Laith Al- Asmar

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. See detailed rota in Tibberton CE Primary School Office (Federation Hub for in school care)

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 child protection records and liaising with the offsite DSL (or deputy) and as required liaising with children's social care where they require access to children in need and/or to carry out statutory assessments at St Lawrence CE Primary School

It is important that all St Lawrence CE Primary School staff and volunteers 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.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection & Safeguarding Policy.

If a member of staff cannot access children's safeguarding records from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

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 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 be directed to the Chair of Governors: Paul Evans

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

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 (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 enter St Lawrence CE Primary School, they will continue to be provided with a safeguarding induction.

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, St Lawrence CE 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 identification checking to minimise the need for face-to-face contact.

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 all safer recruitment checks set out in Keeping Children Safe in Education 2019, including an enhanced DBS and children's barred list check
- the individual has been subject to relevant child protection training
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual.

Where St Lawrence CE Primary 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.

St Lawrence CE 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.

St Lawrence CE 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

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, St Lawrence CE Primary 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 St Lawrence CE Primary School

St Lawrence CE 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 St Lawrence CE Primary 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 Child Protection & Safeguarding policy and where appropriate referrals should still be made to children's social care and as required, the police. We will follow [Safeguarding and remote education during coronavirus \(COVID-19\)](#).

Online teaching should follow the same principles as set out in the school's code of conduct.

St Lawrence CE Primary School will continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and will consider:

- taking care not to share contact details when emailing multiple people

- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely.

We will use the following advice in ensuring online education is safe:

- remote education advice from [The Key for School Leaders](#)
 - advice from [NSPCC](#) on undertaking remote education safely
 - guidance from the [UK Safer Internet Centre](#) on remote education
 - guidance on [teaching online safety in schools](#) provides information to help schools ensure their pupils understand how to stay safe and behave online.

St Lawrence CE Primary School through contact with parents during this time will reinforce the importance of children staying safe online.

We aim to help parents to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with.

St Lawrence CE Primary School will emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

We will use these resources to support parents and carers to keep their children safe online:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

St Lawrence CE Primary School will encourage children, parents and staff to report concerns about harmful or upsetting content and bullying or abuse online. We will encourage concerns to be reported to the DSL at the school. However, we will also make the following reporting mechanisms available to children, parents and staff:

- reporting harmful online content to the [UK Safer Internet Centre](#)

- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values
- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied.

We understand we can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.

When communicating online with parents and pupils, schools we will endeavor to:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible □ advise teachers not to share personal information.

St Lawrence CE Primary School understands teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents.

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 platforms specified by senior managers and approved by our IT network manager/provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

If needed, we will help parents, carers and pupils to make a weekly plan or structure that includes time for education, playing and relaxing is important to reduce stress and anxiety for families.

As set out in [Public Health England's guidance for parents and carers](#), routine can give children and young people an increased feeling of safety in the context of uncertainty.

If appropriate and only with approval from a member of the school's leadership team and following a risk assessment recorded on the child's safeguarding file we will provide one-to-one sessions in some circumstances. For example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND).

This should be discussed and approved by the senior leadership team to assess any risks. There may be helpful solutions, such as including a parent or additional staff member in the call.

Supporting children not in school

St Lawrence CE 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, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded in the child's safeguarding file, as should a record of contact made.

The communication plans can include; remote contact and 2 phone contact. Other individualised contact methods should be considered and recorded.

St Lawrence CE Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

St Lawrence CE 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. Staff at St Lawrence CE Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

St Lawrence CE Primary School is committed to ensuring the safety and well-being of all its students.

St Lawrence CE 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 ratios are appropriate, to maximise safety.

St Lawrence CE 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.

St Lawrence CE Primary 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. This will be bespoke to each child and recorded on the child's safeguarding file. .

Where St Lawrence CE Primary School has concerns about the impact of staff absence, such as our Designated Safeguarding Lead or first aiders, we will discuss them immediately with the local authority.

Peer-on-peer Abuse

St Lawrence CE Primary 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 the Child Protection & Safeguarding policy.

The school will listen and work with the young person, parents/carers and any multi-agency partners required to ensure the safety and security of that young person.

Concerns and actions must be recorded on the child's safeguarding record and appropriate referrals made.

Initial update 31.3.20

Tibberton CE Primary School & St Lawrence CE Primary School Federation Child Protection and Safeguarding Policy

Updated 31.3.20 in line with recent Government Guidance

Annex 1 Safeguarding during the COVID-19 outbreak recognising the changed care arrangements including the two schools of Tibberton CE Primary School and St Lawrence CE Primary School, working as a hub.

The key messages from the additional government guidance:

- **Tibberton CE Primary and St Lawrence CE Primary Federation Child Protection/Safeguarding Policies, and Keeping Children Safe in Education 2019**, remain the key documents for staff to access safeguarding procedures and guidance.
- **The best interests of children must always continue to come first.**
- **If anyone in school has a safeguarding concern about any child they should continue to act and act immediately in line with the school policies.**
- **A DSL or deputy is always available**, often on site but also by telephone and the lead DSL is always only 15 minutes away.
- **No unsuitable people are allowed to enter the children's workforce and/or gain access to children**; the school continues to follow all the child protection & safeguarding policy guidelines for

allowing adults to look after the children as part of the in school care offer during the COVID-19 outbreak.

- **children continue to be protected when they are online** through supportive information for parents accessing the interactive online provision of SeeSaw and website based additional home learning materials

The school continues to report safeguarding concerns to local Children's Services in the normal way, via the **Family Connect service 385385**.

Keeping children safe in school during the COVID-19 outbreak

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same: Our two schools, as far as is reasonably possible, take a whole institution approach to safeguarding. This allows us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our child protection policy.

We take into consideration:

- **Updated advice received from the local safeguarding partners.** We respond to any additional information received and follow our procedures as highlighted in our schools' policy.
- **Updated advice received from local authorities** regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.
- **What staff and volunteers should do if they have any concerns about a child.**
As we are working in a hub arrangement based at Tibberton CE Primary School with staff from both schools running the care provision, all staff are alerted to the safeguarding information in the staffroom including Raising Concerns form, DSL names and contacts and First Aiders. Family Connect contact information is also available. If staff have safeguarding concerns about a child in the care offer, they follow the school policy; listen, record, make no promises and report to DSL.
- The continued **importance of all staff acting and acting immediately on any safeguarding concerns** and remind all staff of their safeguarding responsibilities when on site covering the care offer.
- **DSL (and deputy) arrangements.** There are 5 DSLs available across the Federation. The lead DSL is available at all times- in person or by phone and can be at the school in 15 minutes. DSLs are on site for most sessions of care. Details of DSLs and their contact details are available in the staff room and all staff are alerted to this information.
- The schools' **staff continue to work with and support children's social workers and the local authority/other local authority virtual school head (VSH) for looked-after and previously looked-after children.** Systems are in place to monitor the pupils who are looked after, previously looked after and have a social worker. These plans are known to the DSLs and staff covering the care offer are made aware of the necessary information in regard of these pupils.
- **Peer on peer abuse.** We continue to use the principles as set out in part 5 of KCSIE and our school Peer on Peer Abuse Policy, which is available in the staff room for all staff to access.
- **If staff and volunteers should have concerns about a staff member or volunteer who may pose a safeguarding risk to children,** we follow the principles in part 4 of KCSIE to responds to any such concerns; this would require the staff member to raise the issue with the most senior member on staff on site and report to the lead DSL. If this was about the senior member of staff/lead DSL, then this would be reported to the Chair of Governors, whose contact information is in the staffroom with the DSL contacts.

- We continue to **follow supportive arrangements for children in the school, or at home**, that we are concerned about who do not meet the 'vulnerable' definition. This would be observation in school or a regular follow up phone call with reference to Family Connect if required.
- Arrangements are in place **to keep children not physically attending the schools safe, especially online**, via regular information to parents about e-safety and all abiding by the staff and parent/carer codes of conduct, including appropriate dress when working on See Saw. Any concerns about these children should be progressed through the DSLs and family Connect.

All staff are aware of the new policy annex and are kept up to date as it is revised. They sign and date to say they have read the annex and any further current updates.

The policy is published on our school websites, along with any following updates. 31.3.20