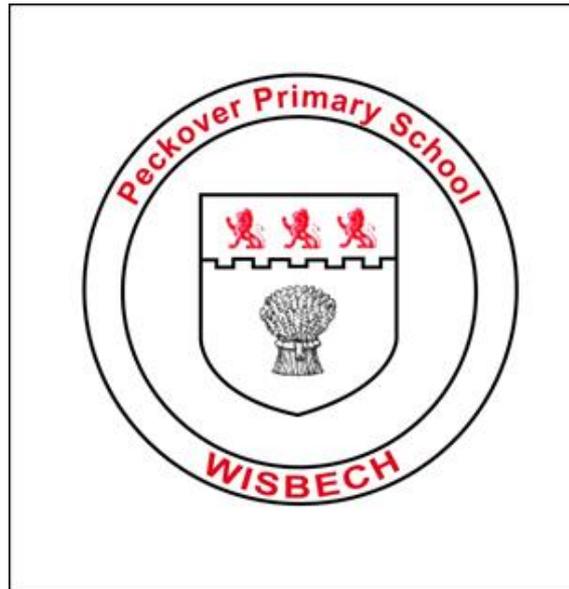


Annex 1



**Safeguarding and Safeguarding and Child Protection Policy
COVID-19 school arrangements for**

Peckover Primary School

Peckover:Peckover Primary

Policy owner: Carrie Norman

Date: 30.3.20

Date shared with staff:31.3.20

Date published on school website: 31.3.20

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools are to remain open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of the Peckover primary School Safeguarding and Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time.

Peckover is committed to ensuring the safety and wellbeing of all its students

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Carrie Norman	01945 584741	cnorman@peckoverprimary.org
Deputy Designated Safeguarding Leads	Esther Fletcher	You will be redirected to a school mobile contact number where a DSL can talk to you	efletcher@peckoverprimary.org
	Kate Kendal		kkendal@peckoverprimary.org
	Charlotte Salter		Csalter@peckoverprimary.org
	Louise Tombleson		LTombleson@peckoverprimary.org
	Andy Buffham		abuffham@peckoverprimary.org
	Sam McGovern		smcgovern@peckoverprimary.org
	Nikki Howell		
	Teresa Stiles		tstiles@peckoverprimary.org
Headteacher	Carrie Norman	07860827342	cnorman@peckoverprimary.org
Trust Safeguarding Manager	Sarah Fleming		sfleming@beanfieldprimary.org
Chair of Governors	David Oliver	07785755751	doliver@peckoverprimary.org
Safeguarding Governor / Trustee	As above David Oliver		
Designated Teacher – Looked After Children	Charlotte Salter		Csalter@peckoverprimary.org

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 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.

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 about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Peckover 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: Charlotte Salter

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

Where parents are concerned about the risk of the child contracting COVID19, Peckover or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Peckover 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 we have 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>

Peckover is also sending this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough,

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

Peckover and Social Workers will agree with parents/carers whether children in need should be attending school – Peckover will then follow up on any pupil that they were expecting to attend, who does not. Peckover 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.

HOW WILL THIS LOOK IN YOUR SCHOOL?

To support the above, Peckover 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, Peckover will notify their Social Worker.

Designated Safeguarding Lead

Peckover has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Esther Fletcher

The Deputy Designated Safeguarding Lead/s is/are: (see table above)

We will always have a trained DSL (or deputy) available on site.

It is important that all Peckover 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. DSL's are named on the weekly rotas which is shared with all staff and the Trust senior leaders.

The DSL will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. *Peckover uses an electronic recording system, CPOMS, which staff are able to access from home.*

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 according to the Safeguarding and Child Protection Policy. 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: David Oliver.

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.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

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 Peckover, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy, guidance on 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, Peckover 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 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

Where Peckover 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.

Peckover 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.

Peckover 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, Peckover 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 and colleges

Peckover 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 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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

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

Supporting Children with Home Learning

Peckover Primary Home Learning Policy During school closure due to COVID-19

To be used as an addendum to BWT Safeguarding & Child protection Policy

<https://www.brookewestontrust.org/site/data/files/9F750297E8374030484E0ED651FBB255.pdf>



To set home-learning tasks for pupils you should only use the following platforms:

- Purple Mash
- ClassDojo
- Pupil Asset
- Pixl Times Tables App

You must always use a school account – never use a personal account. Parents to be responsible for uploading photos to a learning platform. Photos for blog should be screened by teacher before posting



- If you e-mail a child make sure you use Purple Mash platform.
- If you need to e-mail a parent use the Pupil Asset details.
- If you need to telephone a parent, make sure calls are made from a blocked number so teachers' personal contact details are not visible.
- Where appropriate use the suggested script

Supporting children not in school

Peckover is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child about whom there have been concerns but not currently open to social care, 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 will be recorded, as should a record of all contact made.

Contact with Vulnerable Pupils

It is important to maintain contact with all families/pupils who the school has defined as vulnerable (this includes CIN, CP, LAC). The DSL should produce a RAG rated list of all vulnerable children. The category will determine the minimum levels of contact which should be adhered to:

RISK CATEGORY	LEVEL OF NEED	FREQUENCY AND TYPE OF COMMUNICATION
RED	Most risk of harm or neglect and fewest protective factors. This would include those on a Child Protection Plan	Contact should be made by a DSL x 2 per week . Additional contact may also be made by other professional. EG social worker
AMBER	Moderate risk of harm but with some protective factors. This would include those identified as a Child in Need and with an allocated social worker.	Contact should be made by a DSL x 1 per week via telephone.
GREEN	Some concerns escalating or unmet needs.	Contact by DSL x 1 per week.

All contact should be recorded on CPOMS – even if it just updated notes stating no concerns!

DSLs should continue to act upon the information shared via CPOMS. This includes liaison with the specialist services and social workers where concerns are raised. Where children have long term or chronic health needs, regular contact should be made with specialist health teams and the SENDCO. Any actions should be detailed on CPOMS as per normal safeguarding procedures.

Every DSL should ensure they have access to an internet connected electronic device in the event that they are required to work remotely. If this is the case the appropriate procedures should be followed to ensure confidentiality of data and safeguarding of staff. This includes:

- Should home visits be required ensuring another member of staff is present to prevent lone working.
- If using a personal telephone to make contact, withhold the number so this is not available to parents/carers.
- Locking/logging out of electronic devices after use and ensuring that CPOMS information is secure at all other times (e.g not visible to others).

Where the school receives a Domestic Abuse Notification, the notification should be recorded on CPOMS. DSLs that are working from home should access their in box daily and record. Should the child of the Domestic Abuse Notification be in school, the DSL should check on their welfare by checking in with the staff member who is in contact with the child.

The RAG listing should be shared with **ALL** Deputy DSLs weekly highlighting any updates.

All CPOMS should clearly indicate the following:

- Type of communication, e.g in person or on the phone
- Details of any parties involved
- Summary of conversations and any points to note
- Any recommendations or actions
- If there are no recommendations or actions NFA or monitoring to be used

On CPOMS the notes added should tick the category COVID-19 Welfare Check. This will help to monitor the impact of the current situations on our families.

Beanfield's COVID -19 Safeguarding RAG

Identified Children
RED Names here
AMBER
GREEN

Peckover 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.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

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

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

Supporting children in school

Peckover is committed to ensuring the safety and wellbeing of all its students.

Peckover 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.

Peckover 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.

Peckover 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.

Peer on Peer Abuse

Peckover 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 Safeguarding and Child Protection Policy.

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

Concerns and actions must be recorded and appropriate referrals made.

New children at the school

We may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Governors on [date and is available on the school website at link