

Education Child Protection/Safeguarding Template Policy

June 2020

Annex A

Additional Addendum Template - The safeguarding arrangements for the wider opening of education settings to children from 1st June 2020

This template addendum has been developed by members of the Derby and Derbyshire Safeguarding Children Partnership (DDSCP) Education Hub to support schools to maintain and appropriately adapt their safeguarding roles and responsibilities. It must be amended to suit the individual circumstances of the education setting and with updated government Covid 19 guidance as and when this is published.
See [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#).

Name of school/college: **Firs Primary School**

Addendum approved by:

Name	Role	Date
Steve Grundy	Chair of Governors	June 2020

Date addendum published by the setting and made available on the website	10/6/20
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Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
10/6/20	C Mugglestone	Updated policy to reflect the wider opening of schools from 1 st June 20, to	10/6/20

		include new guidance from DfE Coronavirus (COVID-19): guidance for schools and other educational settings & Coronavirus:safeguarding in schools and colleges and other providers (updated May 20)	

Schools need be familiar with the following recommended government guidance relating to the plan for wider opening, when considering their safeguarding arrangements:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

These guidance documents are frequently updated and so schools need to be alert to any significant changes in later versions.

This additional Addendum also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from the Local Authority (for example: about 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).

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

Key Contacts during COVID-19 Arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Paula Martin	346230
Deputy DSL(s)	Carolyn Mugglestone	As above
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	Rachel Blurton – Deputy Head	As above
Designated Teacher for Looked After Children	Roslind Howard	As above
Headteacher/Principal	Paula Martin	As above
Chair of Governors/Trustees	Steve Grundy	346230

Role	Name	Contact details
Designated Governor/Trustee:	Sheila Lock	388660
Other key safeguarding agencies as noted in the school/college safeguarding/child protection policy 2019/20, Addendum April 2020	Please refer to Firs Primary School Safeguarding Policy for further information	

1. Scope and Definitions

This additional Addendum applies during the period of school closure due to COVID-19, and the wider opening of an educational setting. It reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to our normal Safeguarding/Child Protection Policy in light of the Department for Education's Guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#) (updated May 2020).

This does not replace the schools/colleges Child protection /Safeguarding policy 2019/20, and child protection/safeguarding policy addendum, Summary of any key COVID-19 related safeguarding and child protection changes, April 2020.

2. Vulnerable Children

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) continues to apply.

If Firs Primary School has not reached the agreed capacity for children to attend in-line with our Health & Safety Risk Assessments during Covid -19, there is the flexibility to offer a place to those who do not meet the Department for Education's definition of 'Vulnerable' but where the School/College has concerns. This will continue and will now include, 'those who could benefit from continued attendance'. This might include children and young people who are on the edge of receiving support from Children's Social Care services, adopted children, NEET, those living in temporary accommodation, those that are young carers and others at the school's, college's and local authority's discretion.

School and college staff will continue to work with children's social workers, the Designated Lead, virtual school heads, and any other relevant safeguarding, health and pastoral partners to help protect children.

3. Maintaining contact

Firs Primary School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DLS 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 "Covid 19 Keep in Touch" file which contains a running record of contact, risk assessment, and copies of correspondence with social workers, as well as any other relevant information.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

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

The plan must be reviewed regularly (at least once a fortnight) 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.

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

We have a dedicated Home Learning Team that is managed by a member of MLT this is then overseen by Paula Martin Headteacher. All contacts to home are recorded. All home learning is provided either online or in paper based copies which are planned by the appropriate year groups teams, these are available in the school office.

We will continue to monitor the number of children in school and at home in-line with guidance from DDAT and DfE.

4. Reporting Concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

The DDSCP has issued updated guidance about managing risk to vulnerable children during lockdown, assessing and supporting their needs. DDAT schools will follow the arrangements made by their own Local Authority and seek additional guidance from the following website: <https://ddscp.org.uk>

5. Designated Safeguarding Lead (and Deputy) Arrangements

As more children return the school will have a trained DSL or Deputy DSL available on site to coordinate the safeguarding arrangements and liaise with social workers. If activities take place offsite there will be arrangements in place to provide access to a designated lead.

All school staff and volunteers will have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

In exceptional circumstances:

- a trained DSL (or deputy) from the school can be available to be contacted via phone or online video - for example, working from home.
- sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video) can be arranged.

The school will ensure there are sufficient staff members who can provide pastoral support to help meet the needs of children as they return.

The DSL will provide support to teachers and pastoral staff to ensure contact is maintained with children and their families. This will be for those children and families in school and more importantly for those who are not in school.

Where possible staff should try to speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school site via school phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

When communicating with families, this should only be done through school email addresses or recognised channels, within school hours and on school devices. Shared school mobiles are been purchased for this activity. It is recommended that any staff member contacting parents and families is made aware of the school's policy around etiquette and content.

The Designated Lead will ensure great care will be taken in the content, storage and dissemination of any records made.

The DSL will ensure all staff will be kept up to date with government and local changes in respect of children returning to the school and the school will update parents/carers and make the relevant guidance available on the website.

6. Staff Recruitment, Movement of Staff, Training and Induction

The existing school workforce may continue to move between schools in response to Coronavirus.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction. Supply and agency staff, who may be recruited for the wider opening of the school will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

Some schools are 'borrowing' staff from other schools. This will continue to be necessary in some cases and the usual expectations will apply around verification, training, induction to the setting they are temporarily working in and knowledge of the school's safeguarding policies and procedures.

The school will be clear in how they will access information, both hard copy and electronic especially with regards to temporary log in and administration privileges. The school will revisit processes for data sharing and storage, particularly if key staff members are not on site, using "borrowed staff" and/or using other schools.

External visitors should be kept to a minimum, but the school will make themselves available for Children's Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

7. Risk Assessments

The school/college will work with the latest guidance provided by the government on:

- Risk assessments;
- Home school transport;
- Managing the school/college site;
- Staggering start times and finish times;
- First aid;
- Social distancing;
- Personal Protective Equipment;
- Managing an outbreak of Coronavirus.

Work will continue in partnership with the school's Local Authority for children and young people with EHC (education and health care) plans. School's will seek advice from the relevant section of the Local Authority where appropriate.

For children and young people with other complex needs, such as children and young people with special educational needs and disability (SEND) who do not have an EHC plan, the school or local authority can now exercise its discretion to do a risk assessment and offer a place.

The school will continue to undertake and review risk assessments for children and young people with EHC plans who remain at home. Risk assessments will continue to be undertaken to ensure:

- they assist decisions on which children and young people, with an EHC plan, should be attending their educational setting, taking into account the changing circumstances of individual children and young people, with an aim that they can be brought back into face to face education when it is right for them;
- when attendance is not appropriate, assessments can help make decisions about the support children and young people should receive at home, noting that circumstances may have changed;
- they provide helpful information to Headteachers and other professionals in planning for, and supporting, those children and young people with an EHC plan when they do return to educational settings

8. Monitoring attendance

It is expected that vulnerable children will attend where it is appropriate for them to do so and where there are no shielding concerns for the child or their household; where they are not clinically vulnerable and or/following a risk assessment for those children with a EHC plan and or clinical vulnerabilities.

We will continue to work with children and their families not in school and will work with the relevant children and their families to return to school.

Parents/carers will not be penalised if their child does not attend education provision.

Schools will resume taking their attendance register from the 1st June and will complete the online Educational Settings Form (DfE daily updates) as well as sending a copy of the completed DfE return to the DDAT Central Team.

9. Transport and safeguarding

Schools are working with the local authority on the reinstating of school transport for some pupils as they are returning to school. There are priority groups including vulnerable children

and young people. Schools will work with their transport providers to ensure this and that there are appropriate safeguarding arrangements under the current restrictions and social distancing.

10. Safeguarding Pupils and Teachers Online

Schools should still refer to NSPCC guidance, when engaging in remote learning. The guidance is unchanged since its previous update (April 21st 2020).

Schools should consider greater communication with parents around working online, to provide reassurances that they are working in a safe environment and encourage them to make their child's online activity as safe possible. This may mean referring families to resources: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

When video conferencing, schools are advised not to use 'new platforms' but rather work with established and trusted systems that are already in place such as e.g. G Suite or Office 365.

The DfE recommends that the school will signpost any queries, and in regards to data protection to the DDAT Data Protection Officer via DDATadmin@derby.anglican.org.

11. Peer on Peer Abuse

Usual reporting of suspected or actual peer on peer abuse applies. All staff need to be aware that incidents may have happened out of school, whilst children are not attending, and these may require a safeguarding response when they return and the school is made aware.

12. Mental Health and Well-being

The school will continue to support children in respect of their emotional health and wellbeing and acknowledge that, on a child's return into the school, lockdown may have had, and may continue to have, an adverse impact upon their health, wellbeing and safety.

There is guidance available (updated May 21st) to assist and all staff will be made familiar with this: <https://www.gov.uk/guidance/supporting-pupils-wellbeing>

All staff will be updated around how to identify, refer and respond to a child presenting concerns and know how schools/colleges can receive help: <https://derbyandderbyshireemotionalhealthandwellbeing.uk/>

A new email address for professionals to access this new service is: ddccg.tict@nhs.net

13. Monitoring Arrangements

This policy (June 2020, Annex A 2020) will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum every 3 weeks by the Headteacher.

At every review, it will be read and approved by the Local Governing Body.

14. Resources

Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

Standard opening hours:

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

If you work in a school, have the schools/colleges unique reference number (URN or UK PRN) available.