



The Orchard Primary School

Nurture Learn Grow

Addendum to Safeguarding and Child Protection Policy

COVID-19 School closure arrangements
for Safeguarding and Child Protection

Date	Review Date		GB Committee
January 2021	April 2021	HT	Curriculum and Community

1. Context

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

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

The following areas form an addendum to our Safeguarding and Child Protection Policy outlining details of our arrangements:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated Safeguarding Lead
5. Reporting a Concern
6. Safeguarding Training and induction
7. Safer recruitment / volunteers and movement of staff
8. Online safety away from school
9. Supporting children not in school
10. Peer on Peer Abuse

ROLE	NAME	CONTACT NUMBER	EMAIL
Headteacher DSL	Christine Haslam	Contact numbers available on school MIS - ScholarPack	Chaslam1.313@lgflmail.org
DHT DSL	Ellis Evans		Eevans19.313@lgflmail.org
DHT DSL & SENCo	Yolande O'Callaghan		Yocallaghan.313@lgflmail.org
AHT DSL	Demelza Coppin		Drose7.313@lgflmail.org
AHT DSL	Geerthi Ahilan		gahilathirunay.313@lgflmail.org
Chair of Governors	Clare Temple		claretemple@hotmail.com

Any individual school contacts: office@tops.hounslow.sch.uk or Absence@tops.hounslow.sch.uk

2. Vulnerable children

Vulnerable children include those who have social worker and those children and young people with Education, Health and Care Plans (EHCPs)

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 of Section 17 of the Children Act 1989. (Child in Need)

Those with an EHCP will be risk assessed in consultation with the LA 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. The majority of children with EHCPs 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 Deputies 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.

The Orchard Primary School will continue to work with and support 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: Dawn Mahoon- dawn.Mahoon@hounslow.gov.uk

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

Where parents are concerned about the risk of the child contracting COVID-19, The Orchard Primary or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend school – remotely if needed and support them to engage with the learning activities provided.

All students (classed as vulnerable or not) will have access to remote, online learning resources using a virtual learning platform – DB Primary. Children's engagement will be monitored by class teachers and contact will be made with children and families on a regular basis to encourage completion of work and check their well-being.

3. 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.

Should any pupil who we are expecting to attend school subsequently not attend, The Orchard Primary School will contact parents/carers to confirm their non-attendance and also, where relevant, their social worker.

When communicating with parents /carers we will confirm contact information and check their well-being. Daily returns will be submitted to the Local Authority regarding school attendance / non-attendance to support the management of risk for vulnerable children.

4. Designated Safeguarding Lead

The Orchard Primary School has five Designated Safeguarding Leads (DSLs)

Attendance on site is restricted during this time with rota provision in place but we have a trained DSL on site every day and the other DSLs are available to be contacted via telephone, email, messaging services and online video link. (e.g. when working from home)

Contact details for the DSL and DDSLs have been disseminated to all staff. The DSL and /or DDSLs will continue to engage with social workers and attend all multi-agency meetings, which can be carried out remotely. All staff can still make referrals themselves and will inform the DSL if they feel it is necessary to do so.

5. 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.

In the unlikely event that it is impossible to access the DSL or a DDSL in person, they are available via telephone, email or messaging (WhatsApp) for support and guidance. Staff must ensure that a record of any concerns or referral is kept and forwarded to the DSL/ DDSLs.

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 this to the Headteacher. In the event that the Headteacher is not contactable, this should be directed to the Senior Leader in charge that day.

Concerns around the Headteacher should be directed to the Chair of Governors: Clare Temple emailed via the school office : office@tops.hounslow.sch.uk and this will be sent to the Chair confidentially.

6. 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 DDSL who has been trained will continue to be classed as a trained DSL or DDSL even if they miss their refresher training.

All school staff have had safeguarding training and have read part 1 of Keeping Children Safe in education (2019). The DSL will communicate any new arrangements with staff so they know what to do if they are concerned about a child.

In the event that new staff are recruited, or new volunteers enter The Orchard Primary School, they will continue to be provided with a safeguarding induction. If staff are deployed from another education 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 on-going disciplinary investigation relating to that individual

7. 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 Orchard 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).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on DBS ID checking to minimise the need for face-to-face contact.

Where we 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.

We 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 Orchard 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 and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the Orchard Primary School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 -156 in KCSIE.

8. Online learning

We 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.

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

Any online teaching should follow the same principles as set in the staff code of conduct.

Things to consider if delivering virtual lessons – especially where video/webcams are involved:

- ❖ No 1:1 sessions, groups only
- ❖ Staff and children should be suitably dressed as should anyone else in the household
- ❖ Any computers used should be in appropriate areas – e.g. not in bedrooms,
- ❖ Any 'live' classes should be recorded to enable video to be reviewed if necessary
- ❖ Any 'live' sessions should be kept to a reasonable length of time
- ❖ Language must be professional and appropriate, including any family members in the background
- ❖ Staff must only use platforms provided by The Orchard Primary School to communicate with pupils.
- ❖ Staff should record the length, time, date and attendance of any sessions held.

9. Supporting children not in school

The Orchard Primary School is committed to ensuring the safety and well-being of all Orchard children.

Where the DSL / DDSs have identified a child to be vulnerable or on the edge of social care support, or who would normally receive pastoral support in school, they will ensure that a communication plan is in place for that child.

This plan might include; remote contact, phone contact, door-step visits. Other individualised contact methods will be considered and recorded if used.

We will work closely with all stakeholders to maximise the effectiveness of any communication plan, which will be reviewed regularly – where concerns arise, the DSL will consider any referrals as appropriate.

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

10. Supporting children in school

The Orchard Primary School is committed to ensuring the safety and well-being of all Orchard pupils. We will continue to be a safe place 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 ensure safety.

We 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 hand washing and other measures to limit the risk of spread of COVID-19.

We will ensure that where we have and care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Where we have concerns about staff absence- such as designated leads or first aiders we will discuss them with the Governing Body and Local Authority.

11. Peer on Peer Abuse

We recognise that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and those outlined within 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.

Christine Haslam

Headteacher / Designated Safeguarding Lead

January 2021