



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Constantine Primary School**

School Name: Constantine Primary School

Policy owner: Kernow Learning

Date: June 2020

Date shared with staff: 12th June 2020

Context

From 23rd 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 COVID-19 response and cannot be safely cared for at home.

This addendum of the Constantine Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Caroline Gilbert	01326 340554	cgilbert@kernowlearning.co.uk
Deputy Designated Safeguarding Lead(s)	Jodie Bidgood	01326 340554	jbidgood@kernowlearning.co.uk
Executive Headteacher	Claire Smith	01326 314070	csmith@kernowlearning.co.uk
Trust Safeguarding Lead	Jennie Walker	07885102717	ceo@kernowlearning.co.uk
	Emma French	07503124593	Emma.french@tlat.org.uk
Chair of Trustees	Kay Crosse	c/o 01637303106 (option 4) to leave a message	Via asoltys@kernowlearning.co.uk Clerk to Trustees
Safeguarding Trustee	Tanya Overdon Hope	c/o 01637303106 (option 4) to leave a message	Via asoltys@kernowlearning.co.uk Clerk to Trustees
Whistleblowing	Clare Ridehalgh	07799502406	cridehalgh@kernowlearning.co.uk

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 (EHC) plans or any pupil that has been identified by Social Care, Early Help and/or school staff.

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. (Child In Care)

Those with an EHC plan will be risk-assessed in consultation 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 safely have their needs met 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.

All Kernow Learning schools 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: Caroline Gilbert

There is an expectation that vulnerable children who have a Social Worker, Child Protection plan, Child in Need plan or who are 'In Care' can have access to school during the closure period. This does not necessarily mean full time.

Clear and agreed arrangements should be made with the Parents/Carers, Social Worker and any other professionals involved to maintain existing networks of support for these children.

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

Do all vulnerable children need to go to school?

In England, children with a social worker are expected and encouraged to go to school, provided it is appropriate for them to do so (DfE, 2020k). Schools and local authorities should make a risk assessment for children and young people with an EHC plan, taking parents' and carers' views into account, to decide whether they need to be offered a place in school (DfE, 2020f; DfE, 2020j). For children with EHC plans and a social worker, decisions about returning to school should be made collaboratively with local authorities, educational settings, social workers, parents and carers and children and young people (DfE, 2020m). The DfE has provided guidance on how to carry out risk assessments for children with special educational needs and disabilities (DfE, 2020i; DfE, 2020n). Risk assessments should be kept up-to-date and reflect any changes in circumstances, including the wider opening of schools to more children and young people. Local authorities and educational settings should make their own judgements as to whether risk assessments continue to be useful after a child or young person has returned to school. Risk assessments should also be maintained

for children who remain at home (DfE, 2020n). When more students return to schools in England, some support services may not be available and it may not be possible to provide the full range of provision set out in EHC plans. DfE guidance states that primary schools should work with the local authority and parents to confirm what provision can be reasonably provided (DfE, 2020m). Constantine School will encourage our vulnerable children and young people to attend a school, including remotely if needed. (NSPCC 29/05/20)

What if parents of vulnerable children don't want to send them to school? In England, all eligible children should be encouraged to attend school (DfE, 2020k). Social workers and schools should work with parents of vulnerable children who don't want their children to go to school. Social workers and schools should explore the reasons for this and encourage parents to allow their children to attend (DfE, 2020j).

How can schools support and protect children who are not attending?

In England, guidance states that schools and local authorities should work together to ensure arrangements are in place to keep in touch with children who are vulnerable but who are not attending school (DfE, 2020f). There must be clear reporting routes for staff who have any child protection concerns about any child they are educating remotely, and these should be regularly reviewed. Staff should be able to signpost practical support for children who may need it (DfE, 2020h). The government has provided extra funding for the NSPCC helpline so that adults can raise concerns and seek advice about the safety and wellbeing of any child they are worried about (DfE and Rt Hon Gavin Williamson CBE MP, 2020). Staff should only contact children within school hours (or hours agreed with the school's senior leadership team). Any one-to-one sessions such as pastoral care meetings should be risk assessed and approved by the school's senior leadership team (DfE, 2020h).

Risk Assessments

All vulnerable children should be risk assessed to ensure the provision is suitable to the child's individual needs and combined with Health and Safety aspects to ensure the pupils safety and that of the whole school.

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.

Constantine Primary School and social workers will agree with parents/carers whether children in need should be attending school. The DSL/DDSL from Constantine School will then follow up on any pupil that they were expecting to attend, who does not. The DSL/DDSL from Constantine 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, Constantine 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, the DSL/DDSL of Constantine School will notify their social worker.

Designated Safeguarding Lead

Constantine School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Caroline Gilbert

The Deputy Designated Safeguarding Lead is: Jodie Bidgood

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 Covid - 19 safeguarding contact record keeping sheet, managing access to My Concern (where relevant) 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 Constantine Staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to 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 Safeguarding Policy, this includes making a report via My Concern or via the schools safeguarding reporting procedure.

Staff should remember that they must report any concerns in the same way as they would if the school were open. In the event that a member of staff cannot access the relevant reporting system from home, they should email the Designated Safeguarding Lead, and Headteacher, through an encrypted email. 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 encrypted email to the DSL and Headteacher.

Concerns around the Headteacher should be directed to the Trust Safeguarding Lead: Jennie Walker or Emma French.

Concerns around the Trust Safeguarding Lead should be directed to the Chair of Trustees : Kay Crosse.

Kernow Learning in partnership with LADO 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 Constantine School, they will continue to be provided with a safeguarding induction.

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

Upon arrival, staff from outside of Kernow Learning will be given a copy of Kernow Learning's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

For movement within the trust the Hub Coordinator should seek assurance from the member of staffs Headteacher that they have received appropriate safeguarding training.

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, Constantine 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).

All Trust staff that have not been attending Open School Sites during the 3 month reduced provision – will not be required to undergo an additional DBS checks (DfE)

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.

Where Constantine 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.

Constantine 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.

Constantine 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, Constantine 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 school

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

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

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

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

- No 1:1s, groups only
- TIS- EHCP interventions should be recorded (pre-agreed with parent)
- 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 provided or agreed by Kernow Learning to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

The Department for Education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology.

Recently published guidance from the UK Safer Internet Centre on safe remote learning and from the South West Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or activities and plan them.

Schools should do all they reasonable can to ensure pupils are safe online whilst at home – this includes making available easy to understand guidance for parents, modelling safe behaviours and supporting parents to talk to their children about their internet use.

Parents should be guided to resources available from <https://www.saferinternet.org.uk/> (a partnership of 3 leading organisations: Childnet International, Internet Watch Foundation and SWGfL, with one mission – to promote the safe and responsible use of technology for young people.)

Mental Wellbeing

Staff must monitor their own, their family and pupil's mental wellbeing. Every Mind Matters have developed specific resources and information to support your mental wellbeing during the coronavirus outbreak. The resources are free to access and are approved by the NHS, and offer simple steps to take care of our mental wellbeing whilst we are in lockdown at home. Schools should ensure this information is shared on Social Media Platforms and during discussions with families. <https://www.nhs.uk/oneyou/every-mind-matters/>

Staff should be inducted on how to identify and support pupils whose mental health have been impacted during the COVID 19 pandemic.

Supporting children not in school

Constantine School is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a vulnerable child they should ensure that a robust communication plan is in place for that child and contact recorded on Kernow Learnings Covid - 19 safeguarding contact record keeping sheet.

The communication plans can include; remote contact, phone contact, and letters. Other individualised contact methods should be considered and recorded. No doorstep visits should be made unless delivering food parcels and learning resources.

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

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

The school will share safeguarding and E safety resources and key messages on its website and social media pages.

Supporting children in school

All Kernow Learning schools are committed to ensuring the safety and wellbeing of all its students. We 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 appropriately.

All Kernow Learning Schools 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.

Constantine 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.

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

Peer on Peer Abuse

Constantine 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 of the Child Protection Policy.

The school will listen and work with the child, parents/carers and any multiagency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded and appropriate referrals made.

Support from the Multi-Academy Trust

The Trust Designated safeguarding leads and the central team of Kernow Learning will give support and guidance as appropriate to enable the DSL to carry out their role effectively.

Kernow Learning will provide regular group and individual supervision sessions. This may take the form of an online meeting.