

Pot Kiln Primary School



Covid-19 school closure arrangements for Child Protection & Safeguarding

Appendix C

Created by: Fiona Lock

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Safeguarding During the Coronavirus (COVID-19) Outbreak 2

Context

From Tuesday 5th January 2021 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 - and children who are vulnerable.

This addendum of the Pot Kiln Child Protection and Safeguarding Policy contains details of our individual safeguarding arrangements during this period.

Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Mrs Fiona Lock	01787 372107	Fiona.Lock@potkiln.net OR Mrs.Lock@potkiln.net
Alternate Designated Safeguarding Lead	Mrs Laura Jestico	01787 372107	laura.jestico@potkiln.net
Alternate Designated Leads (if above two poorly)	Mr Dave Stevens Mr Tom Williams Mrs Lauren Walsh	01787 372107 01787 372107 01787 372107	dave.stevens@potkiln.net tom.williams@potkiln.net lauren.walsh@potkiln.net
Headteacher	Mrs Laura Jestico	01787 372107	laura.jestico@potkiln.net

Chair of Governors	Mrs Louise Arnold	01787 372107	louise.arnold@potkiln.net
Safeguarding Governor	Mr Kevin O'Connell	01787 372107	Kevin.OConnell@potkiln.net
Online safety lead	Mr David Stevens	01787 372107	dave.Stevens@potkiln.net

Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This addendum includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released.

1. Key definitions

For the purpose of this policy, the following definitions will be utilised:

Education hub: a cluster of schools and colleges collaborating and sharing resources, staff and pupils in a local area.

Children of keyworkers: children of parents who work in the following industries:

- Health and social care, e.g. doctors and nurses
- Education and childcare, e.g. teachers and DSLs
- Local and national government, e.g. administrative occupations
- Food and essential goods retail, e.g. supermarket workers and grocers
- Public safety and national security, e.g. police and ministry of defence workers
- Transport, e.g. freight transport workers and train drivers
- Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)

Vulnerable children: those who have a social worker and those with EHC plans. Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. Many young children with an ECHP can safely remain at home and the school will risk assess, alongside parents, whether they need to take up their offered school place during this time. This consultation can also be with the Local Authority should either the parent or school wish to do so.

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.

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

Senior leaders, especially the DSL (and deputy) know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Volunteer staff: staff who are working in a school that is not their usual place of work.

2. The role of the DSL and their deputies

2.1 In light of the current crisis, the school has additional measures in place to ensure the safety and wellbeing of its pupils – this approach is led by the DSL.

2.2 During partial school closure, the DSL and their deputies are responsible for:

- Ensuring they or their deputies are available at all times, either in school or via telephone or online communication.
- The optimal scenario is to have a trained DSL or ADSL on site if the school is open. Where this is not the case the trained DSL or ADSL will be available to be contacted via phone or online video. It is important that all Pot Kiln staff and volunteers have access to a trained DSL/ADSL. On each day staff on site will be made aware of that person and how to speak to them.
- Sharing their time and resources with other schools, where necessary.
- Being responsible for amending Appendix C (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.
- Ensuring the school's pupils that are attending another school (as part of the hub approach) have the required support and communicating the pupil's additional needs with the other school's DSL.
- Working with the VSH and wider LA to protect vulnerable children.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Sharing their contact information with the school community.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Providing pupils with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.

- Ensuring any pupil who is not formally considered as vulnerable, but who may still be vulnerable, has access to school where required.
- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their ADSL become unable to work.
- Providing all volunteers and volunteer staff with copies of this policy.
- Adhering to Safer Education Protocol when receiving a member of staff who agrees to work in another educational setting during the Covid-19 Pandemic.
- Adhering to Safer Education Protocol when receiving a pupil from another educational setting during the Covid-19 Pandemic.
- Adhering to safer recruitment procedures and carrying out risk assessments on volunteers where required.
- Seeking assurances from employers of volunteer staff, to ensure they have up-to-date safeguarding training and are safe to work with children where required.

2.3 The DSL will report back to the governing board on all relevant safeguarding concerns experienced during partial school closure.

2.4 The DSL will work with the local safeguarding partners to ensure pupils remain safe during partial school closure. They will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

3. Attendance

3.1 The school will no longer use its regular attendance register to record attendance during partial school closure.

3.2 The school will report to the DfE the number of pupils in school and whether they remain partially closed using [the online form](#). This form will be submitted by 12:00pm each weekday.

3.3 The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the DSL/ADSLs will notify their social worker accordingly.

3.4 There is an expectation that vulnerable children who have a social worker will attend an educational 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 educational setting, and their child is considered vulnerable, the social worker and DSL will explore the reasons directly with the parent.

- 3.5 Pot Kiln will encourage our vulnerable children to attend a school or access the remote learning provided by their class teacher.
- 3.6 The DSL/ADSLs will monitor the attendance of our vulnerable children with a social worker.
- 3.7 Measures are in place, in line with 2.2 of this appendix, to ensure pupils attending a different school are in a safe environment. For LAC, any change will be organised and monitored by the VSH.
- 3.8 The DSL makes a pupil's temporary school aware of the reason why they are vulnerable (where relevant) and ensures the temporary school has access to the pupil's EHC plan and other supporting documents – this will be provided before the pupil is moved or as soon as possible.
- 3.9 The school will not prevent the transfer of safeguarding data to a pupil's temporary school, yet, it will always have due regard for data protection legislation during the transfer of information.

4. Staff training and safeguarding induction

- 4.1 The school will ensure that all existing school staff have read part one of 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.
- 4.2 DSL/ADSL training is very unlikely to take place whilst there remains a threat of the Covid-19 virus.
- 4.3 If staff are deployed from another education or children's workforce setting to our school, the DSL and Headteacher will take into account the DfE supplementary guidance on safeguarding children during the Covid-19 pandemic. Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL/ADSL arrangements. Portability will only be accepted 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
- 4.4 The Headteacher will risk assess any volunteers and volunteer staff working with pupils and use their professional judgement to assess whether they are suitable to work with pupils in line with the process set out in paragraphs 167 to 172 of KCSIE.

- 4.5 The school will follow safer recruitment processes, in line with the relevant policy, when acquiring new staff, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).
- 4.6 Anyone who has not undergone suitable DBS checks will not be left unattended with pupils.
- 4.7 Pot Kiln 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.
- 4.8 The school will report anyone to the TRA who they consider a safeguarding risk by emailing Misconduct.Teacher@education.gov.uk – all referrals received by the TRA will continue to be considered.
- 4.9 The school will have a rotary system which allows the Headteacher to be aware of who will be in school at any one given time.
- 4.10 The school will keep a record of each record of attendance for staff and pupils within school and any additional risk assessments made on staff in a secure file and the Single Central Record will be maintained up to date as outlined in paragraphs 148 to 156 in KCSIE.

5. Online safety and security

- 5.1 It is important that all staff who interact with children, including on line, 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 be made to children's social care and as required, the police.
- 5.2 Pot Kiln will ensure that any use of online learning tools and systems are reputable and in line with privacy and data protection/GDPR requirements.
- 5.3 The ICT technician will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.
- 5.4 Any online queries which require the ICT technician will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum.
- 5.5 The Online Safety Lead will report back to the governing board how they are ensuring pupils remain safe online during partial school closure.
- 5.6 Pupils will report any suspicious online activity they encounter to their class teacher, DSL or Headteacher.
- 5.7 Staff will adhere to the Staff Code of Conduct at all times when delivering education online. Below are some things to consider when delivering virtual lessons, making videos or uploading photographs:
 - 1:1 virtual meets will be recorded and monitored.

- 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. Plain walled backgrounds are best.
- Any live classes 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 by Pot Kiln to communicate with pupils and their families.
- Staff should record, the length, time, date and attendance of any sessions held on weekly work logs.

5.8 Staff will report concerns over a pupil's safety online to the DSL and the Online Safety Lead.

5.9 The school will collaborate and regularly communicate with parents and carers to reinforce the importance of online safety sharing safeguarding messages on its website and social media pages.

5.10 When pupils are using computers in school, appropriate supervision will be in place.

6. Mental health

6.1 The school understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.

6.2 The Headteacher will encourage line managers to connect with their staff over the phone or via a video call or via email on a regular basis to ensure they feel supported during this stressful time.

6.3 Pupils will be provided with different resources they can access to help them cope with their mental health, including ChildLine and other online services. The DSL or Thrive practitioners will provide teaching staff with up to date resources that they can make available to the children in their on-line platforms.

6.4 Face-to-face support will only be provided where necessary or unavoidable.

7. Supporting pupils at home

7.1 Pot Kiln is committed to ensuring the safety and wellbeing of all its pupils. We recognise that school is a protective factor for our pupils, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Pot Kiln need to be aware of this in setting expectations of pupils'

work when they are at home and in their level of communication with them on school approved online platforms.

- 7.2 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 phone contact is made with the family on a regular basis by the Family Liaison Officer and virtual contact made with the child and that this contact is recorded on CPOMS. If virtual, this contact is to be recorded.
- 7.3 The DSL/ADSLs to complete door-step visits (with a 2m distance) for those children on social care support to enable visual contact with the family.
- 7.4 Pupils will be directed to practical online support, such as ChildLine, where they feel unsafe and require support outside of school.
- 7.5 Parents are given a list of websites their child will be accessing via the online platforms used and any information of online sessions with staff their child will be participating in during partial school closure.
- 7.6 Parents are provided with the contact details of the DSL and ADSLs so they can report any concerns they have – emergency@potkiln.net.

8. Supporting pupils in school

- 8.1 Pot Kiln is committed to ensuring the safety and wellbeing of all its pupils.
- 8.2 Pot Kiln 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.
- 8.3 Pot Kiln will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.
- 8.4 Pot Kiln will ensure that where we care for children of critical workers and vulnerable children on site we follow Pot Kiln Safeguarding and Child Protection requirements.
- 8.5 Where Pot Kiln has concerns about the impact of staff absence – such as the DSL or first aiders – these will be discussed with the Chair of Governors.

9. Peer-on-peer abuse

- 9.1 Pot Kiln recognises that during closure a revised process may be required for managing any report of such abuse and supporting victims.
- 9.2 Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis following the principles set out in part 5 of KCSIE and of those

outlined within the Safeguarding & Child Protection Policy. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

- 9.3 The school will listen and work with both the alleged perpetrator (if a Pot Kiln pupil) and victim and both will be provided with support whilst the report is being investigated.
- 9.4 Pupils will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. ChildLine.
- 9.5 The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.
- 9.6 Communications will be made online or by telephone.

10. Monitoring and review

- 10.1 The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.
- 10.2 Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.