

**Interim Safeguarding Arrangements for Stephenson Memorial Primary School -
January 2021**

COVID-19 school closure arrangements for Safeguarding and Child Protection

School Name: Stephenson Memorial Primary School

Policy owner: Kerry Lilico - Head Teacher

Date: January 2021

Date shared with staff: January 2021

Context

From 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 and vulnerable learners.

This addendum of the Stephenson Memorial Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements and should be read alongside our safeguarding summary documentation also.

Key contacts

Role	Name	Contact number/email
Designated Safeguarding Lead	Kerry Lilico (Head Teacher)	07852907279 kerry.lilico@smemorial.co.uk
Deputy Designated Safeguarding Leads	Stephanie Pawlett Clare Garrett Rebecca Hills Gemma Wynn	stephanie.pawlett@smemorial.co.uk clare.garrett@smemorial.co.uk rebecca.hills@smemorial.co.uk gemma.wynn@smemorial.co.uk
Chair of Governors	John Croft	john.croft@smemorial.co.uk

Main Policy - 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.

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.

Children with an EHC plan are also classed as vulnerable and should remain in school. If this is not the wish of the parents/carers then a risk assessment with school should be undertaken.

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.

Stephenson Memorial Primary School 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.

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

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

Stephenson Memorial Primary School will encourage our vulnerable children and young people to attend a school.

Attendance monitoring

DfE guidance clearly sets out expectations of who should attend school and how to record this. There is an expectation for those children at home, to be carefully

monitored. Stephenson Memorial Primary School has adopted systems to address this.

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

The school has adopted a system where a list of vulnerable and key worker children have been created and a weekly communication log is maintained in order to keep contact with these families. Communications with social workers and outside agencies occur daily and recorded on CPOMS.

To support the above, Stephenson Memorial 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 school will notify their social worker.

Designated Safeguarding Lead

Stephenson Memorial Primary School school has a Designated Safeguarding Lead (DSL) and Deputy DSL's. The Designated Safeguarding Lead is: Kerry Lilico

The Deputy Designated Safeguarding Leads are outlined in the table above.

There will always be at least one DSL on site at all times. 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 coordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS 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 school 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 team 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 talking through the concern with a DSL and making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should ring a Designated Safeguarding Lead.

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 use normal school protocols of reporting to the Head Teacher/Deputy Head Teachers or Chair of Governors .

Concerns around the Headteacher should be directed to the Chair of Governors: John Croft

The school will continue normal safeguarding protocols in the process of managing allegations.

Safeguarding Training and induction

DSL training is very likely to occur online if staff need reminders or refresher courses.

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 (2020). 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 the 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

If and when staff are asked to work in other educational settings, Stephenson Memorial should seek assurance from the visitors current employer that appropriate safeguarding training has been undertaken,

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of 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, Stephenson Memorial 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 (2020) (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.

Where the school is 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.

Stephenson Memorial Primary School will continue to follow the legal duty to refer to the DBS of 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.

Stephenson Memorial Primary School will also 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, the 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 schools and colleges

Stephenson Memorial Primary 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 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 Child Protection Policy and causes for concern reported to the DSL on duty, in the usual way and recorded on CPOMS

Online teaching should follow the same principles as set out in the schools code of conduct.

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

Live Session Safeguarding Protocols

At Stephenson Memorial in order to promote further engagement in our remote learning offer we will deliver live social sessions and some live lessons.

Our identified, named senior leader with overarching responsibility for the quality and delivery of remote education (who will liaise with the Designated Safeguarding Lead regarding any safeguarding incidents) is Lynsey Carr

Training has been provided to school staff to ensure they know how to check privacy settings each time they livestream including how to manage all available functions on the designated platform being used to ensure all necessary safeguards are in place. Our staff know that if parents interrupt during live-streaming, they must tell the parent that they should contact the school to arrange a meeting/virtual appointment at an appropriate time. Parents should be informed that if they refuse to leave the live streaming after being directed to contact the school to make an appointment, the live streaming lesson/session will need to be ended for their child. The teacher should then end the session for that child and inform SLT.

Whole school Guidelines:

* Parental permission will be sought for all children to be involved in a live session - parents have the right to refuse. Written Parental agreement will be required in terms of protocols for safe usage during a live session

- * Prior information will be circulated to parents/carers about the platform being used with their children, including how they download the application and any key issues they need to be aware of
- * Joining instructions will be sent prior to each live stream and include information for children/ young people, their parents/carers and any other participants on the standards of behaviour.
- * There will always be 2 members of staff online
- * The school will only use school based email addresses to set google meets up.
- * Only one platform will be used - Google Meet
- * No live 1-1 sessions will occur - these will only ever be group sessions.

Parental Agreement of protocols:

- * I agree that my child can access a live session, understand that this will be done as a group at a pre-arranged time which will always take place during the school day and will have two members of school staff hosting the session.
- * I agree to being sent joining instructions prior to each live stream which includes information for children/young people, their parents/carers and any other participants on the standards of behaviour and how to report any safeguarding concerns.
- * I agree that the space my child works in at home will be appropriate with a blank background
- * I agree that my child will join a session, turn their cameras off and keep themselves on mute until the teacher instructs otherwise.
- * I agree that my child will be appropriately dressed (not in pyjamas) and ready to learn.
- * I understand that the live session may be stopped at any point deemed necessary by the teacher
- * I agree to turn the camera off if other family members appear on screen.
- * I agree to encourage appropriate behaviour from my child that reflects how they are expected to behave in the classroom
- * I agree not to interrupt the live stream/lessons. If I need to speak to a teacher, I will contact the school to arrange a meeting/virtual appointment at an appropriate time

* I agree to prevent my child from recording sessions or capturing screenshots as this would be done without consent of the teacher and/or others in the session and will breach General Data Protection Regulations (GDPR, 2018).

In school Protocols

* Teachers to ensure that devices are ready for screen sharing if required, being mindful that no inappropriate windows are open that children could accidentally see.

* Staff should ensure their background is neutral, free from distractions and any inappropriate or identifiable information especially where the teacher is live streaming from home

* A new meeting code will be issued each time a session is set up.

* A record of remote teaching approaches will be kept by each member of staff with relevant information (e.g. time, date, lesson, duration and number of/name of pupils attending).

* Teachers to have a TA observing online as an additional layer of safeguarding protection.

* Teachers have the right to end a session if any concerns are raised and then make a record of the incident immediately on CPOMs and inform SLT

* Teachers have the right to mute children's microphones if needed.

* For live lessons the screen will only show the teacher not the others in the live lesson or the rest of the class in who are physically in school

* For live social sessions, all children will be able to see each other, however for those who do not have parental permission alternative arrangement will need to be made.

Supporting children not in school

Stephenson Memorial Primary School is committed to ensuring the safety and wellbeing of all its Children and Young people. 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 a robust communication plan is in place for that child or young person. Details of this plan must be recorded on CPOMS, as should a record of contact made.

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

The DSL team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

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

Stephenson Memorial Primary School will ensure that where we care for children of critical workers and vulnerable children off site (ie whilst at home), we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS, if needed.

Supporting children in school

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

The school 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.

Stephenson Memorial 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.

The school 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 on CPOMS, if needed.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the LA.

Peer on Peer Abuse

Stephenson Memorial Primary 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 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 on CPOMS and appropriate referrals made.

It is crucial that this Interim Safeguarding Annex is reviewed on a regular basis in order to keep up to date with current DfE guidance and is read in conjunction with the schools main Safeguarding Policy