



**COVID-19 school closure arrangements for Safeguarding and Child Protection
Policy annex**

School Name: Policy owner: Julian Rose

Date adopted: 02-04-20

Date shared with staff: 02-04-20

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home.**

This annex of the **West Chiltington School** Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.

This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Julian Rose	01798813319	head@westchiltschool.com
Deputy Designated Safeguarding Lead	Helen Drummond	01798813319	hdrummond@westchiltschool.com
Headteacher	As in line 1		
Chair of Governors	Julian Hoad	01798813319	jhoad@westchiltschool.com
MASH WSCC		01403 229900 (Out of Hours - 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and CP during school partial closure:

Role	Name	Contact	Email
Safeguarding governor	Selina McKee	01798813319	smckee@westchiltschool.com

3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a*

matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE

All DfE COVID-19 guidance is found here;

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Covid-19 safeguarding update here;

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Local Authority

All updates to schools are sent via the Director of Education.

<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

4. Capacity of DSL in our school;

Where possible, one of the 2 DSL's will be onsite when the school is open. This will not always be possible. In this instance, one or both DSL's will be contactable by phone and or video link. If neither are available, contact DSL at Ashington primary School, Pip Fairweather.

West Chiltington school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: **Julian Rose**

The Deputy Designated Safeguarding Lead is: **Helen Drummond**

Contact details for these are;

Role	Name	Contact	Email
DSL(head)	Julian Rose	01798813319	head@westchiltschool.com
Deputy DSL(deputy)	Helen Drummond	01798813319	hdrummond@westchiltschool.com

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records
Liaising with the offsite DSL (or deputy)
- Undertaking risk assessments for all pupils as necessary
Coordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children in need
carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

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.

The DSL training dates for our staff are;

Name of staff member	Type of training and date of issue	Role in school
Julian Rose	Refresher 20-9-2018	Head teacher
Helen Drummond	Refresher 9-10-2019	Deputy head teacher

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

When new staff are recruited, they will have been subject to the safer recruiting process and will have an enhanced DBS. They will undergo induction training with one of the two DSL's

New volunteers will be subject to DBS checks and will take part in induction training with one of the DSL's. They will also sign to confirm that they have read part one of "Keeping Children safe in Education" and to confirm that they will abide by the school's acceptable use policy and behaviour policy.

Any other staff being deployed from other education settings will have their eligibility checked with their own school. They will receive an induction so that they are aware of local policies and procedures and where necessary have information about children causing concern.

All policy and procedure documentation can be found in our staff room on hard copy. This is also held on our intranet.

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

West Chilton 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).

7. Disclosure and Barring

West Chilton School fully adheres to LA Model Safer Recruitment Policy as outlined here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

All staff have a current DBS clearance. The school business manager, Tina Donovan maintains the schools single central register. This is updated every time a new member of staff or volunteer is recruited to the school

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs_who

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with an 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.

Recent Government guidance is that all vulnerable children should be attending school. However it is recognised that normal attendance rules do not apply.

West Chilton School will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

Julian Rose

West Chilton School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

9. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases.

During this period West Chilton School will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

West Chilton School will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

West Chilton School will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

West Chilton School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

West Chilton School will refer to all Government guidance and local 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 COVID-19.

We monitor staff absence carefully to ensure that appropriate absences are observed to prevent the spread of infection. We have an established rota with deputy staff lined up in the event of the rota'd person being sick. We are maintaining a dialogue with locality schools to ensure that we can support one another in the event of staff capacity being reduced to levels too low to operated.

12. Supporting children not in school

West Chiltington School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

In order to safeguard vulnerable pupils in line with DfE COVID-19 guidance and local practices, we have:

- identified and recorded the details of vulnerable pupils
- where appropriate we are liaising directly with social workers
- where families are subject to early help plans, we will continue to engage with other professionals to support them
- carried out risk assessments and recorded concerns
- shared the plans with relevant staff and governors
- record regular contact with the families of vulnerable children

13. 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.

We are following DfE guidance on the recording of attendance. The DSL's are keeping regular contact with vulnerable families which are isolating. A spreadsheet with these details includes the frequency with which contact will be made and notes from each contact.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and West Chiltington School will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

- all staff in school are trained and aware of how to respond to concerns;
- all staff know how to locate supporting documents and reporting proformas;
- Staff working remotely report directly to one of the dsl's and are empowered to contact MASH directly;
- Staff are reminded of the need to report any concern immediately and without delay;
- staff are clear on the process for referring concerns
- all know that in the event that there are concerns around the Headteacher they should contact the chair of governors.

15. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite.

16. Children and online safety away from school and college

West Chilmington school will adhere to the following substantive policies;

Acceptable use policies for children, staff and governors;
E-Safety policy;
Privacy notices;
social media policy

The school is not relying on the service of any external providers during this emergency with the exception of Churchill's cleaning contractors who are already our main provider for this service.

Staff are making use of a youtube channel which is a closed private service connected to the schools account- this is for the provision of assemblies and stories.

All families have been surveyed on the quality of broadband service and access to IT hardware to assess who may need additional support.

Families have been reminded about their responsibility to monitor children's access to the internet and to remind them of the key keep safe rules.

Daily contact with all staff begins with a health catch up.

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17. Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>