

**Annex 1**



**St James' Lanehead C. of E.  
Primary School**

**Temporary Policy Addendum:**

**COVID-19 school closure arrangements for  
Child Protection and Safeguarding at  
St. James' Lanehead C. of E. Primary School**

This Policy addendum is effective from 5<sup>th</sup> January 2020

School Name: St. James' Lanehead C. of E. Primary School  
Policy owner: Martine Cassidy  
Date: 05.01.2021  
Date shared with staff: 12.01.2021

## **Context**

From 4<sup>th</sup> January 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 St. James' Lanehead C. of E. Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## **Key contacts**

Remain as per the School Child Protection and Safeguarding Policy.

## **Vulnerable children**

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - care leavers

Eligibility for free school meals in and of itself is not a 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.

St. James' Lanehead C of E 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. The lead person for this will be: Martine Cassidy

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 increased 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 COVID19, school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St. James' Lanehead C. of E. Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

DfE Restricting attendance during the national lockdown: schools Guidance for all schools in England 8th Jan 2021 (p 25-29)

### **Attendance monitoring**

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

St. James' Lanehead C. of E. Primary School and social workers will agree with parents/carers whether children in need should be attending school – school will then follow up on any pupil that they were expecting to attend, who does not.

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.

Phone calls will be made to the parents/carers in these circumstances.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, school will notify their social worker.

## **Designated Safeguarding Lead**

St. James' Lanehead C. of E. Primary School has a Designated Safeguarding Lead (DSL) and four Deputy DSL's.

**The Designated Safeguarding Lead is:** Martine Cassidy

**The Deputy Designated Safeguarding Leads are:** Jade Bradley, Michelle Dugdale, Hannah Gregory and Ann Hodgson.

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 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.

Staff will have access to a trained DSL (or deputy).

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 Child Protection and Safeguarding Policy, this includes informing 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 email the Designated Safeguarding Lead and Headteacher. 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 over the phone and followed up with an email to the head teacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors.

## **Safeguarding Training and induction**

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, St. James' Lanehead C. of E. Primary School will continue to provide a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will consider 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, 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, St. James' Lanehead C. of E. 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).

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

St. James' Lanehead C. of E. Primary 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.

St. James' Lanehead C. of E. 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, St. James' Lanehead C. of E. Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Volunteers**

St. James' Lanehead C. of E. Primary School does not intend to use volunteers to assist in school. However, should this become necessary, for example to assist in handing out and securing COVID-19 test kits to pupils and staff members, a further update to the school Child Protection and Safeguarding Policy addendum will be completed.

## **Online safety in schools and colleges**

St. James' Lanehead C. of E. 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 school Child Protection and Safeguarding 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 the school code of conduct.

St. James' Lanehead C. of E. Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff remote learning guidance attached. Annex 2

### **Supporting children not in school**

St. James' Lanehead C. of E. Primary School is committed to ensuring the safety and wellbeing of all its pupils.

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 have made.

St. James' Lanehead C. of E. Primary School and its DSL's will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

St. James' Lanehead C. of E. 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.

Staff at St. James' Lanehead C. of E. Primary School are aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

St. James' Lanehead C. of E. Primary School is committed to ensuring the safety and wellbeing of all its students.

St. James' Lanehead C. of E. Primary 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.

St. James' Lanehead C. of E. Primary 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.

St. James' Lanehead C. of E. Primary 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.