



Safeguarding and Child Protection COVID-19 School Arrangements April 2020

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools are to remain open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or who have an allocated Social Worker.

The school and Trust continue to have regard to the statutory guidance Keeping Children Safe in Education (KCSIE)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

This addendum of the school's Safeguarding and Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time.

Key contacts

Role	Name	Contact number	Email
Lead Designated Safeguarding Lead	Jon Davis	01842 810587	jdavis@trinitypartnership.norfolk.sch.uk
Designated Safeguarding Lead(s)	Owen Rhodes Anna Fisher Christine Hague Megan Vaughan Leisa Bebee Tas Ahmad	01366 728280 01366 728241 01366 728280 01366 728241 01366 728280 01842 810587	head@trinitypartnership.norfolk.sch.uk afisher@trinitypartnership.norfolk.sch.uk send@trinitypartnership.norfolk.sch.uk mvaughan@trinitypartnership.norfolk.sch.uk lbebee@trinitypartnership.norfolk.sch.uk tahmad@trinitypartnership.norfolk.sch.uk
Headteacher/Exec. HT	Owen Rhodes	01366 728280	head@trinitypartnership.norfolk.sch.uk
Trust Safeguarding Lead	Amy Weaver Director of Inclusive Leadership	07986 949508	amy.weaver@demat.org.uk
Chair of Governors	Beccy Ireland-Curtis	01353 662163	head@elystmarys.cambs.sch.uk
Safeguarding Governor	Beccy Ireland-Curtis	01353 662163	head@elystmarys.cambs.sch.uk
Designated Teacher – Looked After Children	Jon Davis	01842 810587	jdavis@trinitypartnership.norfolk.sch.uk

The school & Trust will endeavour to have a trained DSL available in school, when there are pupils on-site. Where this is not possible, a trained DSL will be available to be contacted via phone, video call or email. Where a trained DSL not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. The Trust Safeguarding Lead is also available by phone and email to offer advice and guidance.

It is important that all school staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

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 Plans (EHCP).

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.

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 about whom there have been concerns but not currently open to Social Care.

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

The 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. This may include joining multi-agency meetings and conferences, whether by telephone or web-based meeting software.

There is an expectation that vulnerable children who have a social worker will attend school, as long as it is safe for them to do so, such as they do not have any underlying health conditions. In circumstances where a parent does not want to bring their child to school, and their child is considered vulnerable, the social worker and school will explore the reasons for this, directly with the parent, and help to resolve any concerns or difficulties wherever possible.

Where parents are concerned about the risk of the child contracting the virus, the school or social worker will talk through these anxieties with the parent following the advice set out by Public Health England. Providers may also want to consider how to encourage children and young people to attend provision.

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

School will resume taking the attendance register and continue completing the daily data returns using the DfE portal. The school is also sending this information to the Local Authority and to The Diocese of Ely Multi-Academy Trust (DEMAT) to inform local planning for children. If the school has to close for all pupils, for any reason, the school will complete the return once as requested by the DfE.

Schools need to complete their usual day-to-day attendance processes for absent pupils who were expected to attend school.

For pupils who have been offered a place, or for whom school is not yet open, the school will continue to contact parents and pupils on a weekly basis, via email, or other online media, or phone calls. In the case of more vulnerable pupils, who are not able to attend school, contact will continue to be made more regularly if necessary.

Due to staffing demands of opening schools more widely, pupils and families may be contacted by members of staff who are not familiar to them. Schools will communicate how continued pupil 'check-ins' will occur with parents and that staff have any information for undertaking the task.

The school and Social Workers will agree with parents/carers whether Children in Need should be attending school. The school will then follow up on any pupil that they were expecting to attend, who does not. It 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. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their Social Worker.

To support the above, the 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.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy.

It remains vital that all staff and volunteers act immediately on any safeguarding concerns.

Where staff are concerned about an adult working with children in the school, they should report the concern to the **Headteacher** according to the Safeguarding and Child Protection Policy. 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 email to the headteacher.

Concerns around the Headteacher should be directed to the Trust Safeguarding Lead, **Amy Weaver**, Director for Inclusive Leadership on **07986 949508** or amy.weaver@demat.org.uk

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. Staff & governors will also have access to safeguarding elearning modules.

Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction, which includes access to elearning modules commissioned by the Trust.

Upon arrival, they will be given a copy of the school's Safeguarding and Child Protection Policy, this addendum, guidance on 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, the school & Trust 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).

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.

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

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.

The 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.

The 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, 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 school

The 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.

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

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

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

Teachers will send work to children and families on a regular basis using class Dojo.

Additional activities and website recommendations can be found on the Trinity Partnership Home Learning Ideas Facebook page.

The school has provided information regarding online safety resources from UK Safer Internet Centre to parents and has links to useful resources on our website.

Supporting children in school

The school will continue to be a safe space for 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.

The 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.



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.

Supporting children not in school

The school is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child about whom there have been concerns but who are not currently open to social care, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child and family. Senior Leaders will regularly keep in touch with identified families or those looking for additional support, e.g. through phone calls.

The school and its DSL 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 will consider any referrals as appropriate.

When school staff call to check in with vulnerable pupils they will:

- Call the family to talk to the parent- enquiring how their children are getting on with learning at home & if they need any help?
- Ask to speak to the child/children – ask them how they are getting on with learning at home & if they need any help?
- Ask about how they are more generally? Have they had any contact with friends and if there is anything that they are worried about?
- Follow up and concerns with them, and the appropriate people
- Ensure a record of the check is kept on a school spreadsheet or CPOMs or Pupil Asset profile

If school staff are unable to contact a child about whom there have been concerns after a reasonable number of attempts, they may need to seek further advice about safe and well checks.

It is recognised 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 the school need to be aware of this in setting expectations of pupils' work where they are at home.

The school will share safeguarding messages on its website and social media pages, including links to useful resources, including those to support with positive mental health and well-being.

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The 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 Safeguarding and 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 and appropriate referrals made.

Children new to the school

The school may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings, a confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP will be required. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe.

In some unusual circumstances, this may not be possible; Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school's DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

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