



## COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Burbage C of E Infant School

Adopted by Burbage C of Infant School on	Date:
Next Review Due	Date:
Shared with Staff	Date:
Headteacher	Date:



## 1. Context

From 20th March 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. 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 Burbage C of E Infant School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## 2. Key DSL Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Karen Allen		<a href="mailto:kallen@burbageinfants.org">kallen@burbageinfants.org</a>
Designated Safeguarding Lead	Claire Barwell		<a href="mailto:cbarwell@burbageinfants.org">cbarwell@burbageinfants.org</a>
Designated Safeguarding Lead	Louise Edwards		ledwards@burbageinfants.org
Designated Safeguarding Lead	Charlotte Dymant		cdymant@burbageinfants.org
Chair of Governors	Father Andrew Hall		
Leicestershire County Council Allegations Managers/ LADO	Kim Taylor Lovona Brown	0116 305 7597	
First Response		0116 3050005 (including out of hours service)	



### 3. 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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

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 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.

Burbage C of E Infant School will continue to work 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 Karen Allen.

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. We will work closely with social workers and parents/carers to determine whether children would be safer to attend school or remain at home.

In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, we will work with the social worker to explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, we will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Burbage C of E Infant School will encourage our vulnerable children and young people to attend a school, including remotely if needed.



## **4. Attendance monitoring**

Whilst we do not need to complete our usual day-to-day attendance processes to follow up on non-attendance, Burbage C of E Infant School, alongside social workers, will agree with parents/carers whether vulnerable children should be attending school. We will then follow up on any pupil that they were expecting to attend, who does not.

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

Where it is deemed that vulnerable pupils would be safer remaining at home, the school's DSLs will telephone them at least weekly to assess their well-being and safety. A list will be held with the Child Protection folders in the Headteacher's office for DSLs to note down these calls.

Where we are unable to speak to the parent or child, and have concerns, we will make an online referral to Early Help or Social Care.

## **5. Designated Safeguarding Lead**

The optimal scenario is to have a trained DSL available on site – Burbage C of E Infant School has set up a two-weekly rota of staff to try to ensure that this can be actioned for as long as possible. Where this is not the case, a trained DSL will be available to be contacted via phone or online video.

Where a trained DSL is not on site, in addition to the above, a senior teacher will assume responsibility for co-ordinating safeguarding on a day-to-day basis, and referring any concerns directly to the DSL.

This might include updating and managing access to child protection files; liaising with the offsite DSL and liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all school staff and volunteers have access to a trained DSL. On each day, staff on site will be made aware of that person and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.



## 6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. Cause for Concern forms should be completed and handed to the onsite DSL, or where this is not possible, handed to the senior teacher, who will then contact a DSL via phone or online video call.

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 complete a Cause for Concern form and notify the Headteacher or Deputy Headteacher immediately (by phone if they are not on the school site).

Concerns around the Headteacher should be directed to the Chair of Governors or (if the Chair of Governors is not available) to the Allegations Managers at Leicestershire County Council.

## 7. Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

For this period, a DSL who has been trained will continue to be classed as a trained DSL 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.

Where new staff are recruited, or new volunteers enter school name, they will continue to be provided with a safeguarding induction by the Headteacher or Deputy.

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



Upon arrival, they will be given a copy of the school's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **8. 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, Burbage C of E Infant School will continue to follow the relevant safer recruitment processes for our 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.

Should it become necessary to utilise 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.

We 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.

We 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.

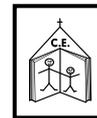
During the COVID-19 period, all referrals will be made by emailing: [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective, that the school is aware, on any given day, which staff/volunteers will be on site, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the Single Central Record (SCR) up to date, as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in schools**

Burbage C of E Infant 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.



## 10. Children and 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 Child Protection 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 Code of Conduct, given to all staff at the start of employment and each academic year.

Burbage C of E Infant School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

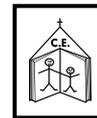
Should we move to delivering virtual lessons in the coming weeks, below are some things to consider, especially where webcams are involved:

- Broadcasting to groups of pupils only (in exceptional circumstances, 1:1 staff may need to contact pupils; however this should only be in agreement with parents and when they are also in the room).
- 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; and the background should be blurred.
- The live class 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 the school to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

Should we move to delivering virtual lessons, this information and guidance will be shared with parents.

## 11. Supporting children not in school

Burbage C of E Infant School is committed to ensuring the safety and wellbeing of all its children.



Where the DSL has identified vulnerable children, including those on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a communication plan is put in place based on a rag rated system of weekly, twice weekly, alternate days or everyday phone calls home.

Details of this plan should be recorded, as should a record of contact made. A list will be held with the Child Protection folders in the Headteacher's office for DSLs to note down these phone calls.

Where we are unable to speak to the parent or child, and have concerns, we will make an online referral to Early Help or Social Care.

Burbage C of E Infant School and its DSLs will work closely with all stakeholders (social workers, family support workers, etc) to maximise the effectiveness of any communication plan.

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

Burbage C of E Infant 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 will need to be aware of this in setting expectations of pupils' work where they are at home.

We will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them.

## **12. Supporting children in school**

Burbage C of E Infant School will continue to be a safe space for all children to attend and flourish.

DSLs and Senior Teachers will ensure daily that staff to pupil ratio numbers are appropriate, to maximise safety and reduce the risk of spreading COVID-19. This may include sending staff home where necessary to limit numbers on site. If there are less than 20 pupils at both Burbage Juniors and Infants in total we may consider joining together to provide childcare at the Juniors.

We 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.

Where the Headteacher has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them



immediately with Leicestershire Local Authority to look at working as part of a hub.

### **13. Peer on Peer Abuse**

Burbage C of E Infant 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.