ST JAMES
C.E. PRIMARY SCHOOL

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Safeguarding Policy Annex
in response to reopening school (COVID – 19)
June 2020

Linked Documents: Teaching and Learning Policy

Previous review date(s): new policy

Prepared by: Lisa Belfield

Rationale:

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first;
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
- a DSL or deputy should be available;
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children;
- children should continue to be protected when they are online.

The information below represents the response of St James CE Primary School in regards to the above. This should be read in conjunction with the current school Child Protection Policy (which can be found on the school website) and Keeping Children Safe in Education Sep 2019 (KCSIE). This guidance supports those policies.

- DSL and deputy DSL arrangements are specified in this guidance;
- If staff have any concerns about a child they should contact the Designated Safeguarding Lead or the deputy identified in this guidance;
- Should this not be possible they should act immediately and contact the agencies identified in the support in Bolton section;
- If staff have any concerns about another staff member they should continue to follow the guidance in the managing allegations against staff flow chart.

Specific guidance for reporting a concern, DSL arrangements and vulnerable pupils:

If a member of staff has any safeguarding concerns regarding a pupil they should speak to the DSL available on school site; this is also the case for any peer on peer abuse concerns staff may have (part 5 KCSIE). This will either be Lisa Belfield, Vahida Patel or Debra McKinnon; school staff have access to the staffing rota. If the DSL and two deputies are unavailable then the Multi Academy Trust DSL Lead Jill Pilling can be contacted on 07977 933010 or the Trust DSL Deputy Nikki Patel on 07734 722746.

All notes to be recorded on CPOMS on the day by the staff member raising the concern. DSL can add any relevant actions. This is to be shared with the class teacher and all DSLs for continuity.

Lisa Belfield, Vahida Patel, Debra McKinnon and Laraibe Mahmood (SENDco) will continue to contact vulnerable pupils' families on a weekly basis (via telephone) to make welfare checks if they are not attending school. This will take place when the relevant staff members are on the school site. They will not be making phone calls from their personal mobile numbers when working at home. The outcomes of the phone calls will be documented on CPOMs and class teachers copied in to ensure continuity. The vulnerable pupils identified are those who have involvement with a social worker, and those families who have been deemed to be vulnerable by the professional judgement of pastoral/senior staff. Aspire are also making weekly welfare checks on pupils who are on their caseload and school feel are vulnerable at this time. This also includes the school's Looked After Children.

A record of welfare phone check-ups can be found in the main school office.

For vulnerable pupils, with a named social worker, who do not attend during wider opening of school, school will contact social workers immediately if they have any concerns regarding those pupils. School receives weekly updates from the LA on vulnerable pupils with a social worker who should be attending school. School will inform the LA if a pupil has been identified as attending school and is not. School staff will contact social workers on a regular basis to let them know they have spoken to families over the telephone, unless social care require further and more regular information. This also includes the school's Looked After Children.

There is a list of vulnerable pupils and their social worker's contact details that is available to DSLs in school. This also includes the school's Looked After Children.

School still has a duty to ensure professionals reports are completed for any upcoming Child Protection meetings. These must be sent to social workers when requested.

Support in Bolton:

https://www.boltonsafeguardingchildren.org.uk/worried-child

In an emergency call 999 or you can contact Bolton's Referral and Assessment Team, part of the Multi-agency Screening and Safeguarding Service (MASSS) on 01204 331500 (office hours only – **9am - 5pm)**. If you have a concern outside these times you can contact Bolton Emergency Duty Team – 01204 337777.

Bolton Safeguarding Children Board Tel. 01204 337479

The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline
- Email DfE.coronavirushelpline@education.gov.uk
- Telephone 0800 046 8687

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact this helpline.

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

We will need to provide our DfE number when calling the hotline: DfE number 350/3016

Attendance:
When the wider reopening of school begins from 01.06.20, school will resume taking an attendance register. Please see our amended COVID-19 attendance policy for further details. Any child who has been identified as attending school, and does not show up, school will contact parents to ascertain a reason for absence. Parents will not currently be fined for non-attendance.

The department has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places. This will be completed daily by the senior member of staff on site. This process will continue to take place during the wider reopening of schools.

Staff training and safeguarding induction:
All staff have undertaken safeguarding training and read KCSIE part 1. We are not expecting to recruit any new staff during this COVID 19 period.
Should it be necessary for the workforce to move between schools on a temporary basis, the school will ensure that all staff have received appropriate safeguarding training and know how to report any concerns they have.

Safer recruitment/volunteers and movement of staff:
We are not expecting to recruit any new staff during this COVID 19 period. However, if the situation were to arise school would adhere to the following guidance:

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If recruiting new staff, we will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of 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.

In the very unlikely event that we utilise volunteers, we shall 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.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children.
The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution should risk assess as they would for a volunteer (see above). Whilst the onus remains on schools and colleges to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

We shall continue to follow our 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 shall 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.

All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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, we shall continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE This will include the details of all staff on site with children.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home and for when more pupils return to school.

We shall ensure appropriate support is in place for all pupils who attend school during this period. DFE guidance on mental health and behaviour in schools sets out how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Support for pupils and students in the current circumstances will include existing provision in the school for those children attending the setting and over the phone for those children at home. This may be delivered via one of our partner agencies i.e. Aspire, Youth Challenge, Wigan Family Welfare or through the vulnerable pupil list. You can read the guidance on mental health and behaviour in schools.

Home learning:
Online safety in schools and colleges
It is now more important than ever that schools and colleges provide a safe environment, including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school IT systems, in collaboration with Computeam.

The UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online.

The UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face.

Children and online safety away from school and college
We shall continue to be doing all we reasonably can to keep all of our children safe. In most cases, the majority of children will not be physically attending the 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. Staff should report these concerns to the DSL or deputy.

All schools should consider the safety of their children when they are asked to work online. The starting point for online teaching is that the same principles as set out in guidance below must apply.
- the school's code of conduct
- acceptable use of technologies and social media

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

In engaging with on line learning the following methods for teachers to direct work have been approved;
TT rock stars
Edmodo
LBQ
Tapestry (EYFS)
School website
Links to the school website - at home learning page
Use of the 'office' email address
Use of the school official text service

Use of the school official Facebook Page

From time to time parents will privately message the school Facebook page for advice or information. When replying to these messages, the school reputation must be upheld at all times. All staff have access to these messages. If a member of staff has any concerns regarding messages posted then the Principal must be notified.

Staff are currently not directed to promote 'live' on line learning activity. Any future decisions regarding this will be made with the Trust central team to ensure the strictest of safeguarding measures. Staff have volunteered to read stories online using our Facebook Page, but this is not an expectation of the school.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also signpost children to age appropriate practical support from the likes of:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Support for parents and carers to keep their children safe online includes:
- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

The department encourages schools and colleges to share this support with parents and carers, which the school will do via regular communication updates.