



CORNWALL EDUCATION
LEARNING TRUST

**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Carclaze Community Primary School**

School Name: Carclaze Community Primary School

Policy owner: Carclaze Community Primary School

Date: 12th January 2021

Date shared with staff: 15th January 2021

Context

From 5th January 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 Carclaze Community Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Simon Pollard	01726 74194	head@carclazesch.org
Deputy Designated Safeguarding Lead(s)	Amanda Colwill	01726 74194	acolwill@carclazesch.org
Headteacher	Simon Pollard	01726 74194	head@carclazesch.org
Trust Safeguarding Lead	Sarah Karkeek	07934298748 01637 800292	skarkeek@celtrust.org
Chair of Trustees	Geoff Brown		gbrown@gov.celtrust.org
Safeguarding Trustee	John Simeons		jsimeons@gov.celtrust.org
Whistleblowing Trustee	Ashley Mann		amann@gov.celtrust.org

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 (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.

All CELT Schools 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: Kay Adams

There is an expectation that vulnerable children who have a Social Worker, Child Protection plan, Child in Need plan or who are 'In Care' can have access to school during the closure period. This does not necessarily mean full time.

Clear and agreed arrangements should be made with the Social Worker and any other professionals involved to maintain existing networks of support for these children.

Weekly communication with the Lead Professional should take place and mutually agree a provision for the week ahead. This provision should be based on hierarchy of vulnerability, staff ratio, known staff in attendance, parent/carers ability to attend.

Where parents are concerned about the risk of the child contracting COVID19, Carclaze Community Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Carclaze Community Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Attendance monitoring will continue as normal.

Carclaze Community Primary School and social workers will agree with parents/carers whether children in need should be attending school. The DSL/DDSL from school name will then follow up on any pupil that they were expecting to attend, who does not. The DSL/DDSL from Carclaze Community Primary School will also follow up carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Carclaze Community Primary 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the DSL/DDSL of Carclaze Community Primary School will notify their social worker.

Designated Safeguarding Lead

Carclaze Community Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr Simon Pollard, Head Teacher

The Deputy Designated Safeguarding Lead is: Mrs Amanda Colwill, Assistant Head Teacher

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 Covid - 19 safeguarding contact record keeping sheet, managing access to CPOMS (where relevant) 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.

It is important that all Carclaze Community Primary School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is 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.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS or via the schools safeguarding reporting procedure.

Staff should remember that they must report any concerns in the same way as they would if the school were open. In the event that a member of staff cannot access the relevant reporting system from home, they should email the Designated Safeguarding Lead and Headteacher, through an encrypted email. 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 and followed up with an encrypted email to the DSL and Headteacher.

Concerns around the Headteacher should be directed to the Trust Safeguarding Lead:

Sarah Karkeek.

Concerns around the Trust Safeguarding Lead should be directed to the Chair of Trustees:

Geoff Brown.

CELT in partnership with LADO will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

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 (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, or new volunteers enter Carclaze Community Primary School, they will continue to be provided with a safeguarding induction.

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, staff from outside of CELT will be given a copy of CELT's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

For movement within the Trust the Hub Coordinator should seek assurance from the member of staff's Headteacher that they have received appropriate safeguarding training.

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, Carclaze Community 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 (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.

Where Carclaze Community Primary School are 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.

Carclaze Community 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.

Carclaze Community 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.

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 or academy, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Carclaze Community Primary 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

Carclaze Community 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

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 CELT's code of conduct.

Carclaze Community Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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 or agreed by CELT to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

The Department for Education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology.

Recently published guidance from the UK Safer Internet Centre on safe remote learning and from the South West Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or activities and plan them.

Parents should be guided to resources available from <https://www.saferinternet.org.uk/> (a partnership of 3 leading organisations: Childnet International, Internet Watch Foundation and SWGfL, with one mission – to promote the safe and responsible use of technology for young people.)

Mental Wellbeing

Staff must monitor their own, their family and pupil's mental wellbeing. Every Mind Matters have developed specific resources and information to support your mental wellbeing during the coronavirus outbreak. The resources are free

to access and are approved by the NHS, and offer simple steps to take care of our mental wellbeing whilst we are in lockdown at home. Schools should ensure this information is shared on Social Media Platforms and during discussions with families. <https://www.nhs.uk/oneyou/every-mind-matters/>

Supporting children not in school

Carclaze Community Primary School is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a vulnerable child they should ensure that a robust communication plan is in place for that child and contact recorded on CELT's Covid - 19 safeguarding contact record keeping sheet.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Carclaze Community Primary School and its DSL will work closely with all stakeholders 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.

Carclaze Community Primary 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 at Carclaze Community Primary School need to be aware of this in setting expectations of pupils' work where they are at home. The school will share safeguarding and E-safety resources and key messages on its website and social media pages.

Supporting children in school

All CELT schools are committed to ensuring the safety and wellbeing of all its students.

We 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. This will be bespoke to each child and recorded appropriately.

All CELT schools 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.

Carclaze Community 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.

Where Carclaze Community Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with CELT.

Peer on Peer Abuse

Carclaze Community Primary 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 child, parents/carers and any multiagency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded and appropriate referrals made.

Support from the Multi-Academy Trust

The Trust Designated Safeguarding Leads and the central team of CELT will give support and guidance as appropriate to enable the DSL to carry out their role effectively.

CELT will provide regular group and individual supervision sessions. This may take the form of an online meeting.