

**COVID-19 school closure arrangements for Safeguarding and Child Protection at**

**Jennett’s Park CE Primary School**

**V2**

**30th March 2020**

**Updated 28th May 2020**

# 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 - 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.

From June 1st there is a wider reopening planned

This addendum of the Jennett’s Park CE Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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**Key contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact number** | **Email** |
| Designated Safeguarding Lead | Liz Savage | 01344 301269  And 07523 357127 | esavage@jennettspark.bracknell-forest.sch.uk |
| Deputy Designated Safeguarding Leads | Alison Greenwood | 01344 301269  And 07941 517001 | agreenwood@jennettspark.bracknell-forest.sch.uk |
| Safeguarding Governor / Trustee | Clare Tootill |  | ctootill@jennettspark.bracknell-forest.sch.uk |

# Vulnerable children

Vulnerable children include those who have a social worker and those children and young people with an 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.

Jennett’s Park CE 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: Seema Ilyas

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 Jennett’s Park CE Primary School will explore the reasons for this directly with the parent.

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

Jennett’s Park CE Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

# Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Jennett’s Park CE Primary School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

The school will use the Excel Spreadsheet provided by the department to record attendance. This form will then enable the completion of the Department's daily 'webform' that will send aggregated data back the Department for tracking purposes.

The excel spreadsheet is then sent to the Local Authority weekly for monitoring.

If the school has closed, we will complete the return once as requested by the DfE.

Jennett’s Park CE Primary School and social workers will agree with parents/carers whether children in need should be attending school Jennett’s Park CE Primary School will then follow up on any pupil that they were expecting to attend, who does not. Jennett’s Park CE Primary 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.

To support the above Jennett’s Park CE 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, Jennett’s Park CE Primary School will notify their social worker.

# Designated Safeguarding Lead

Jennett’s Park CE Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Liz Savage

The Deputy Designated Safeguarding Lead is: Alison Greenwood

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 and safeguarding records including any online management system. They will liaise with the offsite DSL (or deputy) and as required liaise with children’s social workers. This may include providing access for social workers to see children in school as part of an assessment or required contact.

It is important that all Jennett’s Park CE Primary 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 on a remote basis.

Staff must know who DSL is on a day by day basis

DSL’s should provide support to children not yet returning to school

Where possible staff should try and speak directly to children who are not returning to help identify any concerns

DSL’s should keep up to date with safeguarding developments at the time

# 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 electronic systems where appropriate, which can be done remotely.

In the unlikely event that a member of staff cannot access their electronic system from home, they should email the Designated Safeguarding Lead and Headteacher. This should be followed up with a phone call to 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 follow the usual process to 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 email to the headteacher.

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

# Safeguarding Training and induction

DSL training is very unlikely to take place 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 will 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 Jennett’s Park CE 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

The school will seek confirmation that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving schools 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, Jennett’s Park CE 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.

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 Jennett’s Park CE 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.

Jennett’s Park CE 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.

Jennett’s Park CE 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](mailto: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 college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Jennett’s Park CE 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 schools and colleges

Jennett’s Park CE 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 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 school code of conduct.

Jennett’s Park CE 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.
* Language must be professional and appropriate, including any family members in the background.
* Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

**In relation to LIVE LESSONS – JPCE ARE NOT CONDUCTING AT PRESENT DATE – TO BE REVIEWED IN UPDATE TO POLICY**

* 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.
* Staff should record, the length, time, date and attendance of any sessions held.

# Supporting children not in school

Jennett’s Park CE Primary School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 will ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on the child’s safeguarding file, as should a record of contact made.

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

Jennett’s Park CE 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.

The school will share safeguarding messages on its website and social media pages.

Jennett’s Park CE 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 Jennett’s Park CE Primary School need to be aware of this in setting expectations of pupils’ work where they are at home.

# Supporting children in school

Jennett’s Park CE Primary School is committed to ensuring the safety and wellbeing of all its students.

Jennett’s Park CE 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.

Jennett’s Park CE 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.

Jennett’s Park CE 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. This will be bespoke to each child and recorded on my concern.

Where Jennett’s Park CE Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Local Authority Safeguarding our Schools Team.

**Attendance**

Vulnerable children attendance is expected (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan)

Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate (as above)

Schools should work with families to ensure return

Attendance expectations across all year groups relate to:

Children of Key Workers

Children with a Social Worker

Children with a EHCP (if needs can be safely met following risk assessment)

Vulnerable children who are deemed otherwise vulnerable at the school or Local Authority discretion

Schools and colleges should continue to notify social workers where children with a social worker do not attend.

**Mental health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. We as a school are aware of this, in particular when considering setting work for pupils where they are at home.

For those pupils where we are already aware of mental health difficulties, we are monitoring these closely and keeping in regular contact.

Where there are emerging mental health difficulties, we encourage parents and carers to share this information with the school in order for us to assess how we may be able to support and advise.

# Peer on Peer Abuse

Jennett’s Park CE 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 young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded on the child’s safeguarding file and appropriate referrals made.

# Support from the Safeguarding our Schools Team (Bracknell Forest)

The Bracknell Forest Safeguarding Our Schools Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes the cascading of guidance, remote meetings with senior leaders as required, telephone and email contact.

# Links to Government Guidance (please note these will be updated on a regular basis)

**Covid-19 Guidance for Education Settings:**

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

**Safeguarding:**

[https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcovid-19-safeguarding-in-schools-colleges-and-other-providers&data=02%7C01%7CNikki.Edwards%40bracknell-forest.gov.uk%7C6dcc0da9aad84ff6470e08d7d4a86a6e%7Cf54c93b70883478fbf3d56e09b7ca0b7%7C1%7C0%7C637211692117080063&sdata=l2bOEnjN7uD89UYRmp%2BH7tbtIR9erUBBkEZmUgaBUtM%3D&reserved=0)

**Vulnerable Children and Young People:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

**Maintaining Social Distancing in Education:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

**Mental Health Guidance for Parents and Carers:**

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

**School Closure:**

[https://www.gov.uk/government/publications/covid-19-school-closures](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcovid-19-school-closures&data=02%7C01%7CNikki.Edwards%40bracknell-forest.gov.uk%7C6dcc0da9aad84ff6470e08d7d4a86a6e%7Cf54c93b70883478fbf3d56e09b7ca0b7%7C1%7C0%7C637211692117090059&sdata=4JE1ZUHscJTvmvrT14C1Y5Pv6ipA9en6gxQF4QH%2FLXM%3D&reserved=0)

**COVID 19 Safeguarding appendix during period of school closure**

How is the school continuing to provide care for children who are vulnerable, children with ECHP plans and the children of key workers?

* The school compiled a list of children who qualified under these headings and the parents were contacted to see if they wish to make use of the service offered. If they did they were asked for which days their child required provision. Parents then were given more detailed instructions as to the routine for the school and expectations of students attending.
* Parents have been asked to follow absence processes informing the school if their child is not expected to attend.
* The school submits an attendance return to the DFE and the Local Authority each day. It records student attendance and staffing compliment.
* Designated Safeguarding Leads continue to work and answer requests from social care
* Designated Safeguarding Leads cover has been factored into staff rotas and the Headteacher continues to receive updates from staff who are in regular contact with Social Care.
* All teaching staff and some technical support staff have been assigned to ‘Teams’ for the foreseeable future. Learning Support Assistant staff have also been assigned in support.

The Senior Leadership Team lead, on each day in school, to support and be the point of contact. 

Grouping of staff into Pods is to minimise contact between groups of staff and to ensure the children are seeing the same set of staff; albeit on rotation.

* Staffing takes account of sickness and staff requiring to self-isolate.
* Hand washing and social distancing protocols are in force.
* Children who qualify for Free School Meals are currently receiving food parcels sent out on a three weekly basis to families.

How the building is currently being used and remote working for staff

* All staff must sign in every day so we have a record of who is physically on site.
* The Office teams have a rota for attendance to maintain limited office functions, calls into the school and emails are still being received.
* Bonitas IT is supporting the school remotely and operate a help desk.
* Our SIMS system is hosted remotely and operational.
* Teachers setting work has been done through the schools website.
* Teachers have been told not to deliver live lessons via webcams etc. but may release a pre-recorded lesson to groups or classes not 1:1 and to consider venue and mode of dress.
* Students may email the teachers using [school@jennettspark.bracknell-forest.sch.uk](mailto:school@jennettspark.bracknell-forest.sch.uk) email and teachers will respond when convenient either back through school@ address or via Tapestry or Marvellous Me.
* Teachers will report any safeguarding concerns arising from such contact using the agreed school process ‘my concern’.
* Language used must be professional and appropriate.
* Adjustments made to opening times to minimise the risk of the site being open.

**Support being given to parents and carers to help them educate their children at home**

Teachers have set home learning projects accessible via website. These are organised to weekly themes.

Not all tasks will require learning to be traditionally set as if in a classroom, for example, students may be asked to do observational drawings, cook a meal or complete an activity linked to their wellbeing.

Students are encouraged to dip into activities more generally available so their curriculum remains broad and balanced.

If students have questions about the home learning they have been set, they can contact their teacher using the [school@jennettspark.bracknell-forest.sch.uk](mailto:school@jennettspark.bracknell-forest.sch.uk) email address.

Not every teacher will be working every day as some are assigned to support students in school.

Teachers may be on a break for a period of time during the Easter holidays.

We recognise that students will have varying levels of access to technology.

As far as is possible, teachers will take this into account with the type of home learning work they are setting. Students have access to a wide range of digital learning tools.

It is vital students try to use these tools on a daily basis to support their home learning and where possible maintain routines. Most can be accessed using their phones so give families some flexibility.

The school offers paper packs for those requiring ‘off screen versions’. Details in Newsletter 2.4.20

**How is the school monitoring the wellbeing and welfare of pupils?**

Welfare packs uploaded to website including social stories and Mental health.

Some families were issued with food vouchers.

Medicines; parents were phoned and checks made to confirm if they needed medicines returned.

CP and CIN student households receive a minimum of one phone contact per week or more if appropriate. Young Carers once a week receive a phone call to check in on their progress.

CLA students are called each week and PEP process is still being sustained.

**Interim DfE Safeguarding Guidance: Actions required**

|  |  |
| --- | --- |
| Activity Completed | (Yes/No/ Comment) |
| Ensure that someone is responsible for ensuring these actions are completed | Yes ES |
| Ensure governors are aware of the Government's interim safeguarding guidance | Yes ES |
| Ensure that someone is responsible for continuity in safeguarding leadership | Yes ES via Inclusion team |
| If you are a hub understand that you have the responsibility for safeguarding all children and staff | Not applicable |
| Ensure DSL is available, in-person, by phone or video link | Yes |
| Nominate a senior leader to be the onsite safeguarding lead | Yes all safeguarding trained |
| Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances | Yes in this policy |
| Ensure staff know the new arrangements for DSLs and reporting concern | Yes via My concern as always |
| Understand what changes there may be for contacting the LADO | As always contact Liz Savage for whistleblowing needs or Clare Tootill in need of reference to Head teacher |
| Understand what changes there may be for contacting the MASH team or other 'front door' services | Mash number is 01344 352005. Anyone can contact but preferable for DSLS first via my concern |
| Understand what changes there may be for contacting social workers | Contact as always through secretary@ email or via Alison Greenwood directly |
| Know which children have social workers and how to contact them | In inclusion team vulnerable children list held remotely with contact details on secure one drive |
| Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them | As above |
| Know which children should be in school and follow up where they do not attend | Register for parents evening list . |
| Ensure that emergency numbers and alternatives are kept up to date | Done |
| Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers | As always – my concern Induction plan in place . |
| Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct | ES meeting individually as always . Assigned to team with Buddy. SI and GR leading new induction |
| Ensure that any volunteers have been individually risk-assessed | None in school at the moment but will RA as needed |
| Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head | All electronic at the moment |
| Ensure there is a record of which staff are onsite daily | Done – see rota |
| Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made | Done |
| Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer | As always |
| Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available | In briefings and in Website links |
| Consider what to do if there are no IT staff available | Bonitas IT working remotely so no worries of IT loss. |
| Ensure that the school has an online teaching and learning policy which considers safeguarding risks | Online policy readjusted to include expectatiosn for not live videos |
| Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning | Shared to staff, will complete in weekly newsletter |
| Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services (not otherwise shared) [See charity websites, for example, Daisy’s Dream, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter.  See bereavement policy | Anyone who has suffered a bereavement completes on my concern. ES sends email with help sources . Contacts Craig T. |