

Appendix 6

Safeguarding Guidance in response to Covid-19 Pandemic.

This amendment to the existing safeguarding policy was produced on in response to the COVID-19 Pandemic.

School staff contact details :-

	Name	Contact details
Headteacher	Paula Newman	head.windmillhill@halton.gov.uk
Designated Safeguarding Lead	Paula Newman	head.windmillhill@halton.gov.uk
Deputy Designated Safeguarding Lead	Darren Stoddart Andrea McCoy	Darren.Stoddart@windmillhill.halton.sch.uk Andrea.McCoy@windmillhill.halton.sch.uk

Supporting Agencies contact details:-

	Name	Contact details
ICART		0151 907 8305
LADO		0151 511 7229 Safeguarding.adminteam@halton.gov.uk
Virtual School to return registers	Sharon Williams	Virtual.School@halton.gov.uk

Background information

On Wednesday 18th March 2020 the Secretary of State announced that all schools would close in response to the COVID-19 Pandemic. Schools closed to all pupils on Friday 20th March 2020. Schools were to re-open on Monday 23rd March to provide care for specific groups of children which includes:-

- Children of keyworkers
- Children who have a social worker
- Children who have an EHCP
- Children who are classed as vulnerable

It was explained that schools were not to continue to provide the national curriculum. The school setting is to continue to be a safe environment for children and basic safeguarding principles are to 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 explains how the school will meet these requirements in line with Government guidance. The information can be used in conjunction with the safeguarding checklist that is included in Appendix 7

Children who are able to attend school

The Head teacher has produced a list of children who will be offered a place at school during the period of school closure. The list of children has been produced in line with the government guidance. In creating the list of children, the Head teacher has considered the guidance that all children should remain at home to prevent them from catching the virus or spreading the virus to vulnerable members of the community.

School will hold discussions with families, social workers and health care professionals when considering the children who will be able to attend school and those who would be able to remain at home.

Schools may also want to support other children who are vulnerable where they are able to do so. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. The aim remains that all children should be at home where possible.

Whilst attending school we will ensure that social distancing is maintained and that hygiene routines are followed.

The school will ensure that appropriate staff/pupil ratios are in place and where this is not possible due to staff illness, further guidance will be sought from the Local Authority.

Attendance monitoring

The school will record a Y code for all pupils on the school register for the period of the closure.

- Support for children who are attending school

The school will provide a daily register of pupils who should attend school and the children who actually so attend school. This register will be submitted to the Local Authority Virtual School by 10:00 am each day for morning registration. The email address for returning the register is Virtual.School@halton.gov.uk

Any pupil who is expected to attend school but does not, will receive a telephone call to establish the reason for absence.

The school will respond to the absence of a child with a social worker by contacting the social worker to alert them of the child's absence. The contact will take the form of an email to the social workers email address.

If no contact can be made with a parent of a vulnerable child, a home visit will be considered. Where a home visit is to be made a risk assessment will be completed. Social distancing measures will be applied. The pupil will be viewed through a window if the family are self-isolating or at the front door. Any safeguarding concerns resulting from a home visit will be shared with the social worker or with ICART.

A record of any contact with a social worker will be added to CPOMS

A record of any home visits will be added to CPOMS.

Safeguarding guidance

The school recognises that this is a very difficult period of time for staff, parents and children. The school will aim to provide support to all members of the school community. The school will provide information about support agencies through the school website and newsletters.

The wellbeing of staff, parents and children remain the priority of Windmill Hill Primary School. Our positive relationships will support the school community through the difficult times ahead.

- Children who attend school

The Head teacher will ensure that a member of the safeguarding team is available during school hours. The DSL and DDSL's will create a rota so that one is always available.

A member of the SLT will complete a daily spreadsheet containing the names of the pupils who are attending school. This will be saved electronically. Contact information, including names of social workers will be kept in the usual files.

Where there is a safeguarding concern during the school day, school staff should record their concern in accordance with the school procedures. Where CPOMS is not available contact should be made directly with the DSL/DSL/Senior member of staff. If the DSL/DSL is working remotely then telephone contact should be made to ensure that the concern has been received.

Where there is an immediate need for action and there is no DSL/DSL/Senior member of staff available, any member of staff can contact ICART for advice. The number is displayed on the school safeguarding noticeboard.

Should a concern arise regarding an adult who works with children the Head teacher should be informed directly. The Head teacher will monitor emails and can be contacted via telephone. Where the Head is not available then concerns should be directed to the Chair of Governors.

Should a concern arise about the Head teacher this should be reported to the Chair of Governors. The details are provided on the school safeguarding noticeboard.

Guidance relating to social distancing and hygiene in school will be followed by all staff, children and parents.

Any child who presents symptoms of Coronavirus no longer be expected to attend school until the isolation period is completed. Parents will be contacted to collect the child from school. The school will maintain contact with the family through telephone calls.

- **Children who are not attending school**

The head teacher and DSL will be aware of children who are considered to be vulnerable but who have not met the threshold for social care involvement. These families may require additional support during the period of school closure.

The DSL/DDSL will telephone any vulnerable families and record the content of the conversation on CPOMS. If it is felt that the concerns have escalated during the time of school closure then a home visit will be made (following a risk assessment).

The school will follow the school procedures and refer any safeguarding concerns to ICART.

The school is aware that there may be additional financial and emotional stresses in family homes during this time. The school will signpost parents to support through the school website and through telephone contact home.

Any concerns that become apparent will be referred following the school safeguarding procedures.

Where a concern is reported regarding peer on peer abuse, the concern will be managed in line with the guidance provided in Keeping Children Safe in Education part 5.

Where there is an ongoing concern for a child around contextual safeguarding, the DSL/DDSL will remain in contact with the family throughout the school closure.

The DSL/DDSL will, where possible, continue to contribute to multi-agency planning and support for families who have social care involvement. This may be through conference telephone calls or video calls.

E-safety guidance

The school will continue to follow the guidance set out in Guidance for Safer Working Practice for Adults who work with children and young people in education settings. All staff have read this document and understand the content in relation to online safety.

All staff have recently received CEOPS training around online safety.

Children and parents have recently been provided with information relating to online safety.

- **Support for children who are attending school**

The school will continue to follow the guidance set out in the school E-safety Policy.

Staff are aware that the use of mobile phones is not permitted in the presence of children.

Where a telephone contact is required, the school telephone will be used.

Staff understand that photographs will not be taken of children.

The school has appropriate filter and monitoring systems in place.

- **Support for children who are not attending school**

It is important that staff continue to monitor the safety of children when online. Any concerns will be shared on CPOMS. In the event of serious concerns children's social care and/or the police will be contacted to share concerns as per the school guidance.

Staff are aware of the procedures in place to ensure the safety of children online.

School will ensure that the use of CPOMS or any other sensitive data when off site and working remotely is in line with GDPR.

Safer recruitment guidance

All staff members have been trained in Basic Safeguarding Awareness and have completed a safeguarding induction.

All staff have read Keeping Children Safe in Education (part 1 and Annex A), and Guidance for safer working practice for adults who work with children and young people in education settings.

All staff members have recently completed E-Safety training.

All staff members are up to date with training requirements.

The school will continue to follow the schools safeguarding policy and national guidance relating to safer recruitment.

Where new staff members are recruited or new volunteers are supporting the school, safeguarding inductions and documents will be provided to ensure that the school maintains the safety of children. Under no circumstances will a volunteer or person who has not been DBS checked be left unsupervised with a child or children.

Where the Local Authority deploy staff to cover staff shortages the school will request written confirmation that:-

- The person has been subject to an enhanced DBS and children's barred checklist
- There are no known concerns about the persons suitability to work with children
- There is no ongoing disciplinary investigation relating to the individual

On arrival the person will receive the schools safeguarding policy, national documentation, local processes in terms of safeguarding and the contact details of the DSL and other safeguarding members of staff.

The single central record will be maintained during the period and will follow the correct protocol.

The school will continue to follow all aspects of safer recruitment during the period of school closure.

Bereavement

The school recognises that given the nature of the pandemic, members of the school community may experience bereavement. Support will be offered to families as and when required and the school will signpost to appropriate bereavement support organisations.

All staff, pupils and parents will be offered support as appropriate to explore the impact of the pandemic on return to school. This will follow specialist guidance.

Summary

It is recognised that at this time things are changing on a day to day basis. The policy may need to be updated further due to changes in circumstances. This will be reviewed every three weeks.

The priority of the school remains the safety of the school community.

Produced by:- Jaime Carr – Safeguarding in Education (March 2020)