



# Windmill Hill Primary School

## Temporary Policy Addendum:

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

Windmill Hill Primary School

This Policy addendum is effective from 8<sup>th</sup> March 2021

Policy owner: Paula Newman

Date: 10.03.21

Date shared with staff: 10.03.21

### Context

On Monday 22<sup>nd</sup> February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

Windmill Hill Primary School will continue to have regard to the statutory safeguarding guidance 'Keeping Children Safe in Education' (as amended, Jan 2021).<sup>1</sup>

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

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 coronavirus.

This addendum of the Windmill Hill Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

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## Key contacts

Remain as per the School Safeguarding Policy.

## Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989<sup>2</sup>, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Windmill Hill 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 – Sharon Williams) for looked-after and previously looked-after children. The lead person for this will be: Paula Newman

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Windmill Hill Primary School will explore the reasons for this directly with the parent.

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

Windmill Hill Primary School will encourage all pupils to attend a school.

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<sup>2</sup> <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

## Attendance monitoring

Attendance will be mandatory from 8 March 2021 and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)<sup>3</sup> for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

Individuals who are defined as [clinically extremely vulnerable](#) are at very high-risk of severe illness from coronavirus. Pupils and students who are clinically extremely vulnerable should follow national guidance regarding formal shielding measures in place at the time. For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction<sup>4</sup> will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding

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<sup>3</sup> <https://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

<sup>4</sup> <https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

During the week commencing 8 March secondary school pupils will be offered asymptomatic testing on site. Schools should use **code Y** for secondary pupils not expected to be attending school for lessons during this week due to the asymptomatic testing programme’.

Guidance is available

on [gov.uk:https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

*School's that currently trade with the Education Welfare Service can contact their named Education Welfare Officer to discuss support with school attendance.*

### **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, which can be done remotely.

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 use CPOMs to report the concern to the headteacher.

### **Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read part 1 and annex A of Keeping Children Safe in Education (2020). All staff have been provided with a copy of the code of conduct, guidance for safer working practice 2019 (including the 2020 Addendum) and other relevant policies, guidance and legislation. 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 Windmill Hill Primary School, they will continue to be provided with a safeguarding induction and training.

### **Safer recruitment/volunteers and movement of staff**

When recruiting new staff, Windmill Hill 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 (2020) (as amended, Jan 2021).

Where Windmill Hill Primary School is utilising volunteers for the purpose of testing, 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 in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.<sup>5</sup>

## Volunteers

Windmill Hill Primary School will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Windmill Hill Primary School, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

## 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 (iCART) and as required, the police.

Online teaching should follow the same principles as set out in Windmill Hill Primary School's code of conduct.

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

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<sup>5</sup> Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

Below are some things to consider if there are 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

### **Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)**

Windmill Hill 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 should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMs, as should a record of contact have made.

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

Windmill Hill 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 and where concerns arise, the DSL will consider any referrals as appropriate.

Windmill Hill 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 Windmill Hill Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

Windmill Hill Primary School is committed to ensuring the safety and wellbeing of all its students.

Windmill Hill Primary School will continue to be a safe space for all children to attend and flourish.

Windmill Hill Primary School will refer to the Government guidance for education and childcare settings on how to implement social distancing<sup>6</sup> and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Windmill Hill 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 CPOMs.

Windmill Hill Primary School will ensure that appropriate support is offered to all students with respect to their mental health.

### **Elective Home Education (EHE)**

Windmill Hill Primary School will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, Windmill Hill Primary School will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as Windmill Hill Primary School become aware of a parent's intention, or decision, to home educate.

Windmill Hill Primary School will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If a parent wants to admit their child to Windmill Hill Primary School, they will follow our normal processes for in-year admissions applications.

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<sup>6</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

## Contingency planning

Windmill Hill Primary School will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans.

Windmill Hill Primary School will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework<sup>7</sup>, which has been updated and outlines how schools should operate in the event of any restrictions.

## Peer on Peer Abuse

Where 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 the Child Protection Policy and Behaviour 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 must be recorded on CPOMs and appropriate referrals made.

Windmill Hill Primary School provides CPOMs to enable children / young people and other stake holders to submit named or anonymous referrals regarding any concerns that they may have.

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<sup>7</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>