Muxton Primary School Child Protection and Safeguarding Policy

Addendum:
COVID-19
reopening arrangements for Safeguarding and Child Protection

Appendix 1 COVID-19 Muxton Primary School reopening arrangements for Safeguarding and Child Protection - Document Status			
Date published by Telford and Wrekin Safeguarding Partnership	21st May 2020 for effect from 1st June 2020	Authors	Telford & Wrekin Council Education Safeguarding Team
Date of addendum creation	**25th May 2020**	**Headteacher**	**Jenny Pritchard**
Date of addendum inception	**25th May 2020**	**Headteacher**	**Jenny Pritchard**

Context

From 1st June 2020 schools and colleges have been asked to welcome back more children as part of the COVID-19 recovery.

This addendum of the Child Protection and Safeguarding policy for Muxton Primary School contains details of our individual safeguarding arrangements. We will follow [Coronavirus (COVID-19): safeguarding in schools, colleges and other providers](#)

We will make all staff and volunteers aware of this new addendum policy and will keep them up-to-date as it is revised. This revised policy will be made available publicly.

We will have consideration of the COVID-19 reopening checklist for DSL's and Covid-19 Advice for DSLs – Partial & Full Closures produced by Telford & Wrekin Council.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Jenny Pritchard	01952 387690	A2195@taw.org.uk
Deputy Designated Safeguarding Leads	Howard Auckland Phil Bailey Lisa Furness	01952 387690	A2195@taw.org.uk
Headteacher/Principal	Jenny Pritchard	01952 387690	A2195@taw.org.uk
Chair of Governors/Management Committee/Proprietor	Kevin McNamara	01952 387690	A2195@taw.org.uk
Safeguarding Governor/Trustee	Catherine Whormsley	01952 387690	A2195@taw.org.uk

Phased return

Muxton Primary School has developed a plan for phased reopening from the 1ˢᵗ June 2020. This is based on our own circumstances. We have completed an opening risk assessment and other related health and safety risk assessments.

During this we remain committed to protecting children from harm or abuse whether they are attending school or staying at home. Our safeguarding principles during this time are as follows:
- the best interests of children must always continue to come first
- if anyone in school 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.

We recognise the importance of ensuring the accuracy of safeguarding and welfare information held on children. On the phased reopening of the school, the Lead DSL (or deputies) will do all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and well-being before a child returns.

Identification of vulnerable children

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:
- are assessed as being in need under section 17 of the Children Act 1989, including children 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 and it is determined, following risk assessment (risk assessment guidance), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those living in temporary accommodation, those who are young carers and others at the school and local authority's discretion

We will follow the guidance on vulnerable children and young people.

Senior leaders, especially the Lead DSL (and deputies) 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, such as from Telford & Wrekin Council Strengthening Families Team.

We 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: **Mrs Jenny Pritchard (Headteacher)**

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 school will explore the reasons for this directly with the parent.

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

We will encourage our vulnerable children and young people to attend school, including remotely if needed.

Attendance

Vulnerable children are expected to attend school where it is appropriate for them (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), so that they can gain the educational and well-being benefits of attending.

Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to school/college where this appropriate for them to do so.

Alongside relevant partners, we will work with and support the relevant families and pupils to return to school, where attendance is appropriate.

Our attendance expectations across the different groups of vulnerable children is as follows:
- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (*see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable*)
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school's or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (*see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable.)*

The Lead DSL (or deputies) will continue to notify social workers where children with a social worker do not attend. They will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't. To support this, we will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Parents and carers will not be penalised if their child does not attend educational provision.

We will resume taking attendance registers from 1st June 2020 and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

We will not complete our usual day-to-day attendance processes to follow up on non-attendance.

Designated Safeguarding Lead

Muxton Primary School has a Lead Designated Safeguarding Lead (DSL) and three Deputy DSLs.

The Lead Designated Safeguarding Lead is: **Jenny Pritchard**

The Deputy Designated Safeguarding Leads are: **Howard Auckland**
Phil Bailey
Lisa Funess

A DSL with up-to-date training should always be available on site during normal school hours. Where this is not the case a trained DSL will be available to be contacted via phone or online video, for example, when working from home.

Where a trained DSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

In exceptional circumstances, in the absence of a senior leader and trained DSL we will contact a trained DSL at another school.

The Lead DSL (or deputy) is responsible for liaising with children's social care where they require access to children in need and/or to carry out statutory assessments at Muxton Primary School.

It is important that all school staff and volunteers have access to a trained DSL. On each day, the staff on site will be made aware of who that person is and how to contact them, should they not be present.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

The Lead DSL will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school. Where possible, staff should try and speak directly to children to help identify any concerns.
Staff are encouraged (where possible) to make calls from the school site via school telephones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

Reporting a concern

Where staff identify new safeguarding concerns about children attending school, they should continue to follow the process outlined in our Child Protection & Safeguarding Policy. This includes reporting the concern to the Lead DSL (or a deputy) without delay.

Where staff have a concern about a child who is not attending, they should continue to follow the process outlined in OUR Child Protection & Safeguarding Policy. This includes reporting the concern to the Lead DSL (or a deputy) without delay.

If a member of staff cannot access children's safeguarding records, for example, because they are working from home, they should email the Lead DSL. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay, this includes where safeguarding concerns relate to historical matters.

The Lead DSL will be given sufficient time to consider all safeguarding concerns, present or historical when children return to school. They will consider the threshold guidance for where the child lives or for the local authority which is responsible for the child to aid them in their decision making of what action is required. This may include a referral to children's social and/or police. We understand we may need to allocate the DSL additional time to manage safeguarding concerns. This will be monitored by the Headteacher and governing body.

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 email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors:
Kevin McNamara

The Local Authority will continue to offer support in the process of managing allegations.

Staff training and safeguarding induction

All existing school staff will already have had safeguarding training and have read part 1 of KCSIE. We will keep these staff aware of new local arrangements.

Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction.

The existing school workforce may continue to move between schools on a temporary basis in response to coronavirus. When receiving transferred staff into school, we will judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will only require a copy of our child protection policy, confirmation of local processes and confirmation of DSL arrangements.

While Telford & Wrekin Council DSL refresher training has been cancelled from March to the end of May 2020, we understand it is available online from 1st June 2020. If a DSL has missed their refresher training because of the COVID-19 measures, we will ensure they will update their training before the end of July 2020. This is an expectation of the Telford & Wrekin Safeguarding Partnership.

Children moving schools

Where any of the children on roll at Muxton Primary School are attending another setting we will continue to do whatever we reasonably can to provide the receiving institution with any relevant welfare and child protection information. We understand this will be especially important where children are vulnerable. For looked-after children, any change in school should be led and managed by the virtual school head with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders will take responsibility.

Muxton Primary School will continue to have appropriate regard to data protection law that does not prevent the sharing of information for the purposes of keeping children safe.

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, we 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 coronavirus, 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. The Home Office and Immigration Enforcement have also temporarily adjusted the right to work checks due to the coronavirus outbreak.

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 all safer recruitment checks set out in Keeping Children Safe in Education 2019, including an enhanced DBS and children's barred list check
- the individual has been subject to relevant child protection training
- 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 we 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.

We 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.

We 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Mental health

We recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. We will ensure appropriate support is in place for children.

We will consider the guidance on mental health and behaviour in schools to help us to identify children who might need additional support, and to put this support in place.
We understand that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include, for example, being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Support for pupils in the current circumstances may include existing provision in the school for those children still not attending provision) or from specialist staff or support services.

We will make teachers aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of children' work.

Online safety in Muxton Primary School

We 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.

We have identified Howard Auckland in our institution as the person who has the technical knowledge to maintain safe IT arrangements. We have considered as part our risk assessment what our contingency arrangements are if our IT staff become unavailable.

Children and online safety away from school

We recognises that whilst more children return to school, others will continue to stay at home and, in many cases, will be continuing to engage with school online.

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 & Safeguarding policy and where appropriate referrals should still be made to children's social care and as required, the police.

We will follow Safeguarding and remote education during coronavirus (COVID-19).

Online teaching should follow the same principles as set out in the school's code of conduct.

We will continue to follow the guidance outlined in the data protection: toolkit for schools when managing personal data and will consider:
- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely.

We will use the following advice in ensuring online education is safe:
- remote education advice from The Key for School Leaders
- advice from NSPCC on undertaking remote education safely
- guidance from the UK Safer Internet Centre on remote education
- guidance on teaching online safety in schools provides information to help schools ensure their pupils understand how to stay safe and behave online.

Through our contact with parents/carers during this time, we will reinforce the importance of children staying safe online.
We aim to help parents to be aware of what their children are being asked to do, including:
- sites they will be asked to use
- school staff their child will interact with.

We will emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

We will use these resources to support parents and carers to keep their children safe online:
- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online
- Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- Net-aware has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation
- UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

We will encourage children, parents and staff to report concerns about harmful or upsetting content and bullying or abuse online. We will encourage concerns to be reported to the Lead DSL. However, we will also make the following reporting mechanisms available to children, parents and staff:

- reporting harmful online content to the UK Safer Internet Centre

- getting government advice and trusted resources from Educate Against Hate on safeguarding from radicalisation, building resilience to extremism, and promoting shared values
- get advice on reporting online abuse from the National Crime Agency's Child Exploitation and Online Protection command
- get advice and support from Anti-Bullying Alliance for children who are being bullied.

We understand we can access the free Professionals Online Safety Helpline which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.

When communicating online with parents and pupils, we will endeavor to:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise teachers not to share personal information.

We understand that teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents.

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 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.

If needed, we will help parents, carers and pupils to make a weekly plan or structure that includes time for education, playing and relaxing is important to reduce stress and anxiety for families.

As set out in Public Health England's guidance for parents and carers, routine can give children and young people an increased feeling of safety in the context of uncertainty.

If appropriate and only with approval from a member of the school's leadership team and following a risk assessment recorded on the child's safeguarding file, we will provide one-to-one sessions in some circumstances, for example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND).

This should be discussed and approved by the senior leadership team to assess any risks. There may be helpful solutions, such as including a parent or additional staff member in the call.

Supporting children not in school

We are committed to ensuring the safety and well-being of all its children and young people.

Where the Lead DSL has identified a vulnerable child, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded in the child's safeguarding file, as should a record of contact made. The communication plans can include; remote contact and phone contact. Other individualised contact methods should be considered and recorded.

We 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 Lead DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages.

We 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. Staff at school need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

We are committed to ensuring the safety and well-being of all our children. We 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 ratios are appropriate, to maximise safety.

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 COVID19.

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 on the child's safeguarding file. .

Where we have concerns about the impact of staff absence, such as our DSLs or first aiders, we will discuss them immediately with the local authority.

Peer-on-peer Abuse

We recognise that during a phased reopening, a revised process may be required for managing any report of such abuse and supporting victims**.**

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Child Protection & Safeguarding policy and Peer-on-peer abuse policy.

We will listen and work with the young person, parents/carers and any multi-agency partners required to ensure the safety and security of that young person.

Concerns and actions must be recorded on the child's safeguarding record and appropriate referrals made.

Prevent

Prevent remains a vital part of our work to help safeguard children from radicalising influences. We will follow published information on [prevent management support for schools and colleges](#).

Any concerns that a child is being drawn into radicalisation and subject to extremist views must be report to the DSL (or deputy) without delay. They will follow the local processes as set out in the Telford & Wrekin Council Prevent Pathway.