



Fishbourne Church of England Primary School

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex

School Name: Policy owner: Fishbourne CE Primary

Date adopted: 2nd April 2020

Date shared with staff: 2nd April 2020

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home.**

This annex of the Fishbourne Church of England Primary School Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes.

This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Naomi Day	01243785974	head@fishbourneprimary.co.uk
Deputy Designated Safeguarding Lead	Nicola Buchan	01243785974	deputy@fishbourneprimary.co.uk
Headteacher	Naomi Day	01243785974	head@fishbourneprimary.co.uk
Chair of Governors	Julie Barwell	-	chair@fishbourneprimary.co.uk
MASH WSCC		01403 229900 (Out of Hours - 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and CP during school partial closure;

Role	Name	Contact	Email
DSL	Catherine Williams	01243785974	cwilliams@fishbourneprimary.co.uk
DSL	Emily Harris	01243785974	eharris@fishbourneprimary.co.uk

3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; 'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a

matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE

All DfE COVID-19 guidance is found here;

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

DfE Covid-19 safeguarding update here;

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Local Authority

All updates to schools are sent via the Director of Education.

<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

4. Capacity of DSL in our school;

At Fishbourne Church of England Primary School we currently intend for either the DSL or Deputy DSL to be on site. If this is not possible, then both DSL or Deputy DSL will be available via telephone.

The school has also got two middle leaders who have completed an online DSL training course. Both these members of staff can act in the absence of the DSL or Deputy DSL.

In the event of any of these four members of staff being unable to complete the role of DSL, the school has partnered with Bosham Primary School who will assist in the role of safeguarding:

Mrs Debbie Allen: head@boshamprimary.co.uk

Mrs Lisa Harris: lharris@boshamprimary.co.uk

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised

- Updating and managing access to safeguarding and child protection records
Liaising with the offsite DSL (or deputy)
- Undertaking risk assessments for all pupils as necessary
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children in need carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

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.

The DSL training dates for our staff are;

Name of staff member	Type of training and date of issue	Role in school
Mrs Naomi Day	November 2018	Head teacher
Mrs Nicola Buchan	April 2020	Deputy Head
Mrs Emily Harris	April 2020	Middle Leader
Mrs Catherine Williams	April 2020	Middle Leader

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

Fishbourne CE Primary School is currently not recruiting any new members of staff. Should they do so, they will follow all the guidance related to Safer-Recruitment.

Fishbourne CE Primary School are not recruiting any new volunteers.

When children from Bosham Primary School access the Easter holiday childcare facility, they will be accompanied by a member of BPS staff who has been DBS checked and that information will have been transferred to the Single Central Record at Fishbourne Church of England Primary School.

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

Fishbourne Church of England Primary 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).

7. Disclosure and Barring

Fishbourne Church of England Primary School fully adheres to LA Model Safer Recruitment Policy as outlined here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

<https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs-who>

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

Fishbourne Church of England Primary will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

Naomi Day

Fishbourne Church of England Primary will encourage our vulnerable children and young people to attend a school, including remotely if needed.

9. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases. During this period Fishbourne Church of England Primary will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Fishbourne Church of England Primary will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

Fishbourne Church of England Primary will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

Fishbourne Church of England Primary is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Fishbourne Church of England Primary School will refer to all Government guidance and local 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 COVID-19.

The school is currently running a rota system whereby most staff will be in school once a fortnight. There is an 'on-call' team who is available each day to be called upon should there be any staff absence.

12. Supporting children not in school

Fishbourne Church of England Primary School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

As a school community, we are passionate about continuing to care for our families and 'be available' to them throughout the time we are closed.

As a result, we have put into place the following mechanisms:

- 1) Parents are invited to contact the school at two key times during the day:

10.00 – 11.00 in order to speak to a member of the teaching team regarding any queries or concerns they have

11.30 – 12.30 for more general administrative enquiries

- 2) Each class teacher has a class email address which they have been asked to check each week day through which both children and parents are able to make contact with them. Staff have been asked to respond BRIEFLY to each piece of email correspondence. Staff have also been asked to pass on any safeguarding concerns to the DSL following the usual protocol.
- 3) Each family will receive a courtesy phone call from the school during the first week of school closures to check that they are able to access home learning. Families in need will be pointed in the direction of the Fishbourne Volunteer Squad: [07377 231074](tel:07377231074)
This will be reviewed at the end of the week and a further commitment made if we believe this is helpful.

In addition, we will be contacting those families who are more vulnerable during this time on a more regular basis. A phone call will be made by either the DSL or deputy DSL on a Monday and Thursday afternoon to 'check in' and see if there are any ways we can support further.

- All the usual safeguarding practices in terms of recording and referring will continue as before.

13. 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.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Fishbourne Church of England Primary School will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

All staff received Safeguarding training in September 2019 and have been asked to continue to follow the same protocols for raising a safeguarding concern and reporting it immediately, without delay.

15. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite.

16. Children and online safety away from school and college

Fishbourne Church of England Primary School will continue to promote internet and online safety:

<https://www.fishbourneprimary.co.uk/page/?title=safeguarding+%26amp%3B+E%2Dsafety&pid=42>

School staff will only communicate with children through their @fishbourneprimary.co.uk email address, they will not use any personal email addresses.

Learning letters will be set weekly during term time which are not heavily reliant on online platforms but which may include links to helpful websites.

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17. Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>