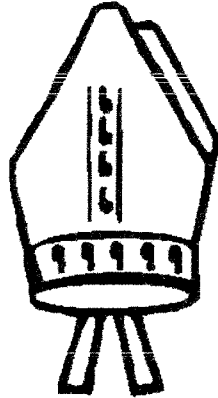


Heber Primary School



**COVID-19 School Closure Arrangements
for Safeguarding and Child Protection**

This addendum of the Heber Primary School Safeguarding (Child Protection) Policy contains details of our individual safeguarding arrangements in the following areas:

1. **Context**
2. **Vulnerable children**
3. **Attendance monitoring**
4. **Designated and Deputy Safeguarding Leads in our school**
5. **Reporting a concern**
6. **Safeguarding training and induction**
7. **Safer recruitment/volunteers and movement of staff**
8. **Online safety in schools**
9. **Children and online safety away from school**
10. **Supporting children not in school**
11. **Supporting children in school**
12. **Peer on Peer Abuse**
13. **Support from the Local Authority**

1. **Context**





This addendum applies from the start of the autumn term 2020. It reflects updated government guidelines and advice from Southwark. It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply. This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review. In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

Key contacts in school		
Role	Name	Email
Designated Safeguarding Lead (DSL)	Rivka Rosenberg Head Teacher	 rosenberg@heber.southwark.sch.uk
Deputy Designated Safeguarding Leads (DDSLs)	Lyndsey Jefford Assistant Head Teacher Pastoral	 ljefford@heber.southwark.sch.uk
	Genevieve Joseph-Williams Assistant Head Teacher Inclusion	 gjoseph@heber.southwark.sch.uk
Safeguarding Officer	Vanessa Kyprios Deputy Head Teacher	 vkyprios@heber.southwark.sch.uk
Chairs of Governors	Joanna Watson Jane O'Brien	governors@heber.southwark.sch.uk
Local authority designated officer (LADO)	Eva Simcock	020 7525 0689

2. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Further information on vulnerable children can be found in Government's [guidance on vulnerable children and young people](#). We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe. We will continue to update this addendum where necessary, to reflect any updated guidance from the local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

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 and Deputy Designated Safeguarding Leads 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.

Heber 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 in school will be: Genevieve Joseph-Williams.**

Each vulnerable child will be allocated to a member of Inclusion Team under the guidance and support of the DSL team. In the absence of the allocated member of the DSL team, responsibility for contacting vulnerable pupils may be re-allocated to another DSL, escalated to the HT or a member of SLT, or delegated to the class teacher (under SLT/HT guidance).

A member of the Inclusion Team will make phone contact with each allocated child on a regular basis to check their safety and wellbeing by speaking to child not just parent.

A member of the Inclusion Team will record a summary of conversation on online data system or an electronic version of school concern form which is then circulated to DSL team via email. Any unsuccessful contacts, as well as those that did take place will also be recorded. Any urgent safeguarding concerns will be escalated to the DDSL/DSL immediately and if necessary to the Southwark Multi Agency Safeguarding Hub (MASH) duty (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

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 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 Heber Primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Heber Primary School or 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 a school, including remotely if needed.

3. Attendance monitoring

We will resume taking our attendance register from September 2020. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by initially sending a text to parents followed by a phone call if no response. Persistent absence is referred to the assistant Head teacher for follow-up if needed.
- Notify their social worker, where they have one

The office continues to make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

If home learning were to resume due to local/national lockdown procedures, attendance and access to online learning will be monitored by class teachers. Any concerns will be reported to the Inclusion Team who contact families directly.

4. Designated and Deputy Designated Safeguarding Leads in our school

The Designated Safeguarding Lead (DSL) is: **Rivka Rosenberg (Head Teacher)**

The Deputy Designated Safeguarding Leads (DDSLs) are: **Lyndsey Jefford (Assistant Head Teacher Pastoral) and Genevieve Joseph-Williams (Assistant Head Teacher Inclusion)**

The optimal scenario is to have a trained DSL or DDSL available on site. The DSL and DDSLs will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

Where a trained DSL or DDSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. The senior leader will be responsible for liaising with our off-site DSL (or DDSL) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

If home learning were to resume due to local/national lockdown procedures, a trained DSL or DDSL will be available to be contacted via phone or online video - for example when working from home.

This might include updating and managing access to school's safeguarding data/information on Scholar pack - the school's management information system and liaising with the offsite DSL/DDSL and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all our staff and volunteers have access to a trained DSL or DDSL. On each day staff on site will be made aware of who that person is and how to contact them. Emails of all important contacts are listed at the start of this addendum.

5. Reporting a concern

Where members of staff have a concern about a child, they should continue to follow the process outlined in our school's Safeguarding (Child Protection) Policy and share the concern with DSL or DDSL via telephone call/email depending on the urgency. Staff members are reminded of the need to report any concern immediately and without delay. It is still vitally important to do this, both for children at school and those at home. All staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

Where staff members are concerned about an adult working with children in the school, they should report the concern to the head teacher. If there is a requirement to make a notification to the head teacher whilst away from school, this should be done telephone call/email depending on the urgency. Concerns around the Head teacher should be directed to the Chairs of Governors:

Jane O'Brien and Joanna Watson – governors@heber.southwark.sch.uk

6. Safeguarding training and induction

DSL training is very 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 DDSL who has been trained will continue to be classed as a trained DSL or DDSL 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 \(KCSIE\)](#) (2019). The DSL will communicate with staff any new local arrangements so that they know what to do if they are worried about a child.

Where new members of staff are recruited, or new volunteers enter Heber 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

Upon arrival, they will be given a copy of the receiving setting's Safeguarding (Child Protection) Policy, confirmation of local processes and confirmation of DSL arrangements.

7. 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, Heber 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 (KCSIE). Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

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.

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 will 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 or college, 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.

8. Online safety in schools

We will continue to provide a safe environment for our pupils, including online. This includes the use of an online filtering system. Where pupils are using computers in school, appropriate supervision will be in place.

9. Children and online safety away from school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policy. Staff need to ensure that all communication with home is via a school email address and not a personal email address. If a phone call needs to be made from a personal phone, phone numbers must be withheld/blocked. It is important that all staff members 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 our Safeguarding (Child Protection) Policy and where appropriate referrals should still be made to Southwark MASH (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

We will ensure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Our online safety policy will ensure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Online teaching should follow the same principles as set out in our school's code of conduct. We 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 one to one sessions, teach in groups only. This may be allowed where concerns are raised to the Inclusion team and more personalised support is necessary. In such circumstances SLT are informed and parents are present in sessions.
- Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- 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 where possible be against a neutral background.
- The live class should be recorded and backed up elsewhere, 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
- Schools should risk assess the use of live learning using webcams
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable for the age groups and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products).

10. Supporting children not in school

Where possible, we will continue to offer our current support for pupil mental health for all pupils including, e.g. offering support over the phone instead of face-to-face and signposting all pupils, parents/carers and staff to other resources to support good mental health at this time. Heber Primary School is committed to ensuring the safety and wellbeing of all its children and young people. Where the DDSL/DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child or young person. Details of this plan will be recorded appropriately as will a record of contact. Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately through referral to the Inclusion Team.

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

Heber Primary School and our DDSLs/DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DDSLs/DSL will consider any referrals as appropriate.

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

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

We will ensure that, where we care for children of critical workers and vulnerable children on site, the appropriate support is in place for them. This will be bespoke to each child and will be recorded appropriately.

Vulnerable children not in school will receive additional support over and above that offered to other pupils.

11. Supporting children in school

Heber Primary School is committed to ensuring the safety and wellbeing of all its pupils. Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed. We will continue to be a safe space for our staff and for all children to attend and flourish, in accordance with regularly updated and reviewed risk assessment.

The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers 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, the appropriate support is in place for them. This will be bespoke to each child and recorded appropriately. The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return. Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person. The Inclusion Team will support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

12. Peer on Peer Abuse

Heber Primary School recognises that during the closure 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 those outlined within our Safeguarding (Child Protection) Policy.

The school will listen and work with the young person, parents/carers and any relevant multiagency partner to ensure the safety and security of that young person. Concerns and actions will be recorded appropriately and appropriate referrals will be made.

13. Support from the Local Authority

The LADO: Eva Simcock 020 7525 0689

Duty telephone number for enquiries/referrals when LADO is unavailable: 020 7525 3297

The LA's Strategic Lead Officer for safeguarding in education services: the Director of Education Nina Dohel
020 7525 3252

The LA's Schools Safeguarding Coordinator: Apo ÇAĞIRICI 020 7525 2715

Southwark MASH Duty: 020 7525 1921

Southwark Family Early Help Service Duty: 0207 525 1922

Approval and Review Record

Policy Approved by Governors (date).....5th October 2020..

Signed by Chair of Governors..........(date) 05.10.20

Due for Review by Governors (date) ...Autumn 2021...