



# The Southwater Infant Academy

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

**Date adopted: 2<sup>nd</sup> April 2020**

**Date shared with staff: 2<sup>nd</sup> April 2020**

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

## 1. Context

From 20<sup>th</sup> 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 Southwater Infant Academy 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 and Headteacher	Christie Cavallo	01403 733254	<a href="mailto:office@southwaterinfants.co.uk">office@southwaterinfants.co.uk</a>
Deputy Designated Safeguarding Lead	Vicky Dilling	01403 733254	<a href="mailto:office@southwaterinfants.co.uk">office@southwaterinfants.co.uk</a>
Chair of Trustees	Andrew Harker	01403 733254	<a href="mailto:clerktogovs@southwaterinfants.co.uk">clerktogovs@southwaterinfants.co.uk</a>
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	<a href="mailto:MASH@westsussex.gov.uk">MASH@westsussex.gov.uk</a> Referral forms via; Adults - <a href="https://www.westsussex.gov.uk/raiseaconcernaboutanadult">https://www.westsussex.gov.uk/raiseaconcernaboutanadult</a>  Children’s <a href="http://www.westsussex.gov.uk/Raiseaconcernaboutachild">www.westsussex.gov.uk/Raiseaconcernaboutachild</a>
LADO		0330 222 6450 (9am -5pm)	<a href="mailto:LADO@westsussex.gov.uk">LADO@westsussex.gov.uk</a>
Safeguarding in education		0330 222 4030	<a href="mailto:safeguarding.education@westsussex.gov.uk">safeguarding.education@westsussex.gov.uk</a>

## 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 academy 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;**

The Southwater Infant Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to CPOMS and liaising with the offsite DSL (or deputy) 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 or college. It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who the person is and how to speak to them.

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
Christie Cavallo	DSL Refresher 20/9/2019	DSL
	Prevent Refresher 13/2/2020	
Vicky Dilling	DSL Refresher 4/11/2019	Deputy DSL
	Prevent Refresher 13/2/2020	

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.

## Redeployment of Staff or Volunteers to the Academy

- Should additional staff or volunteers be needed or redeployed to the academy, appropriate safeguarding checks and procedures will be followed before any work with children commences
- Updates to the SCR will be completed for all redeployed staff or volunteers
- Academy safeguarding induction will be completed before redeployed staff or volunteers begin working at the academy

## Relocation of Academy Staff and Children to an Alternative Site

- Should academy staff and children be relocated to another school site, details of safeguarding checks will be shared with the hosting school.
- Clear guidance will be shared with the academy staff over SLT oversight and contact details from the hosting school.
- A DSL and SLT contact at the academy will be available at all times by phone for academy staff.
- Contact details for the academy for parents and carers will continue to be monitored to enable families to report concerns or worries provision is away from the academy site

## 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.

The Southwater Infant Academy 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**

The Southwater Infant Academy fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

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, Southwater Infant Academy 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 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 Southwater Infant Academy 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.

Southwater Infant Academy 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](mailto:Misconduct.Teacher@education.gov.uk) in line with advice from the LADO.

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, Southwater Infant Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Our academy 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.

The Southwater Infant Academy 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:

Vicky Dilling

## **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 The Southwater Infant Academy will fully adhere to these practices.

## **10. Continued Safeguarding Planning –**

Schools RAG Assessment for children with safeguarding concerns.

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.

The Southwater Infant Academy will encourage these children also to attend school.

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

## **11. Supporting children in school**

The Southwater Infant Academy is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

The Southwater Infant Academy 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.

## **12. Supporting children not in school**

The Southwater Infant Academy is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

The Southwater Infant Academy will safeguard vulnerable pupils in line with DfE COVID-19 guidance and local practices through:

- Identification of need for vulnerable pupils
- Engagement and liaison with lead partners
- School as lead agency
- Risk assessments
- Communication of plans
- Recording of above using CPOMS

## **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.

Southwater Infant Academy and social workers will agree with parents/carers whether children in need should be attending school, and the Academy will then follow up on any pupil that they were expecting to attend, who does not. The Academy will also follow up with any parent or carer who has arranged care for their child(ren), and the child(ren) subsequently do not attend.

To support the above, Southwater Infant Academy, when communicating with parents/carers, will confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Southwater Infant Academy will notify their social worker.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and The Southwater Infant Academy 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](mailto: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.

During partial academy closure, or temporary relocation of provision to an alternative site, we will:

- Clarify the DSL and Deputy DSL contact details for staff
- Ensure all staff have access to CPOMS
- Continue to report all concerns promptly
- Ensure DSL contact is on site where possible, and where not possible is available by phone
- Clarify reporting processes for concerns surrounding the Headteacher

## **15. Online safety in schools**

All use of online systems and work in school will adhere to our Online Safety and Acceptable Use policies.

## **16. Children and online safety away from school**

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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police. Southwater Infant Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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](mailto:safeguarding.education@westsussex.gov.uk)

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