



# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Oakley Infant School**

**(Addendum to main Child Protection Policy)**

**School Name: Oakley Infant School**

**Date: January 2021**

**Date shared with staff: 4.1.2021**

## **1. Context**

From 5<sup>th</sup> January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Oakley Infant School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context.....</b>	<b>2</b>
<b>3. Vulnerable children.....</b>	<b>3</b>
<b>4. Attendance monitoring.....</b>	<b>4</b>
<b>5. Designated Safeguarding Lead .....</b>	<b>5</b>
<b>6. Reporting a concern.....</b>	<b>5</b>
<b>7. Safeguarding Training and induction .....</b>	<b>6</b>
<b>8. Safer recruitment/volunteers and movement of staff.....</b>	<b>7</b>
<b>9. Online safety in schools and colleges.....</b>	<b>7</b>
<b>10. Children and online safety away from school and college.....</b>	<b>8</b>
<b>11. Supporting children not in school .....</b>	<b>8</b>
<b>12. Supporting children in school .....</b>	<b>9</b>
<b>13. Peer on Peer Abuse.....</b>	<b>9</b>
<b>14. Looked after children/previously LAC.....</b>	<b>9</b>

## Key contacts

Role	Name	Email
Designated Safeguarding Lead (DSL)	Niamh Hutchings	<a href="mailto:adminoffice@oakley-inf.hants.sch.uk">adminoffice@oakley-inf.hants.sch.uk</a>
Deputy Designated Safeguarding Lead	Mandy Dalton	<a href="mailto:adminoffice@oakley-inf.hants.sch.uk">adminoffice@oakley-inf.hants.sch.uk</a>
Headteacher	Niamh Hutchings	<a href="mailto:adminoffice@oakley-inf.hants.sch.uk">adminoffice@oakley-inf.hants.sch.uk</a>
Designated teacher for looked after (LAC) and previously LAC Also SENDCo	Mandy Dalton Niamh Hutchings	<a href="mailto:adminoffice@oakley-inf.hants.sch.uk">adminoffice@oakley-inf.hants.sch.uk</a>
Chair of Governors	Mike Hill	<a href="mailto:adminoffice@oakley-inf.hants.sch.uk">adminoffice@oakley-inf.hants.sch.uk</a>
Local Authority Designated Officer (LADO)	Barbara Piddington Mark Blackwell	<a href="mailto:Barbara.piddington@hants.gov.uk">Barbara.piddington@hants.gov.uk</a> <a href="mailto:Mark.blackwell@hants.gov.uk">Mark.blackwell@hants.gov.uk</a>

The mobile numbers for the Designated Safeguarding Leads have been shared with all staff through email.

## 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.

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 place in order to meet their needs, or whether they can safely have their needs met at home. 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 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.

Oakley Infant School will continue to work with and support children's social workers and family support 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: Niamh Hutchings.

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 Oakley Infant School will explore the reasons for this directly with the parent.

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

Oakley Infant School will encourage our vulnerable children to continue to attend school.

### **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.

Oakley Infant School and social workers will agree with parents/carers whether children in need should be attending school – Oakley Infant School will follow up on any pupil that they were expecting to attend, who does not.

The Designated Safeguarding Lead /senior teacher in school will check the school's internal daily register and follow up any unexplained absences.

To support the above Oakley Infant School will, when communicating with parents/carers 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, Oakley Infant School will notify their social worker.

## **Designated Safeguarding Lead**

Oakley Infant School has a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead.

The Designated Safeguarding Lead is: Niamh Hutchings

The Deputy Designated Safeguarding Lead is: Mandy Dalton

There will be a trained Designated Safeguarding Lead (or deputy) available by telephone if they are not on site.

Where a trained Designated Safeguarding Lead (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 child protection online management system, CPOMS and liaising with the offsite Designated Safeguarding Lead (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.

It is important that all Oakley Infant School staff and volunteers have access to a trained Designated Safeguarding Lead (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

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

## **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.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead or one of the SLT and Headteacher. This will ensure that the concern is received.

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 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:  
Phillipa Spicer.

If concerns are raised contact will be made with the LADO team in the first instance as per normal procedures (01962 876364). If a voicemail has been left for the LADOs, follow this up with a brief summary and a direct contact number to [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk). The LADO will advise in the first instance what action is needed and how an investigation is carried out.

### **Safeguarding Training and induction**

Designated Safeguarding Lead 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 Designated Safeguarding Lead (or deputy) who has been trained will continue to be classed as a trained Designated Safeguarding Lead (or deputy) even if they miss their refresher training. Both the Designated Safeguarding Lead and deputies have up to date training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead should 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 Oakley Infant 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 child protection policy, confirmation of local processes and confirmation of Designated Safeguarding Lead arrangements.

## **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 Oakley Infant 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 (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.

If Oakley Infant School utilise 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.

Oakley Infant School 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.

Oakley Infant School 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)

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

## **Online safety in schools**

Oakley Infant School 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.

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

Oakley Infant School will continue to provide advice and support to parents to ensure that their children remain safe whilst online.

Any contact with families must be through school email and to the parents only except in the case of the work sharing email. Staff **must not** reply through this account and all communication must be through Parentmail or the admin office email. The school's code of conduct remains in place for all school staff.

We are not promoting online streaming but staff may choose to record themselves reading a story. The following should be considered:

- Staff must wear suitable clothing
- Any computers used should be in appropriate areas and there should be a plain background
- Language must be professional and appropriate
- Staff must ensure the content is age appropriate

## **Supporting children not in school**

Oakley Infant School is committed to ensuring the safety and wellbeing of all its Children.

Where the Designated Safeguarding Lead 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 plan will include phone contact and a record will be kept. Staff will not be making door-step visits. If a home visit is identified then Children's Services will be contacted.

Oakley Infant School and its Designated Safeguarding Lead will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

Oakley Infant School recognises that school is a protective factor for children, and the current circumstances, can affect the mental health of pupils and their

parents/carers. Teachers at Oakley Infant School need to be aware of this in setting expectations of pupils' work where they are at home.

Oakley Infant 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.

## **Supporting children in school**

Oakley Infant School-

- Is committed to ensuring the safety and wellbeing of all its students.
- 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 ratio numbers are appropriate, to maximise safety.
- 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.
- 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.

Where Oakley Infant School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Chair of Governors and Local Authority.

## **Peer on Peer Abuse**

Oakley Infant School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a 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.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.