

Field Lane J I & N School

Covid Addendum



1. Context

From 20th March 2020 parents/carers 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 Field Lane J I & N School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements.

2. Scope and Definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners Kirklees, Locala and West Yorkshire Police and Kirklees Council.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance 'Coronavirus: safeguarding in schools, colleges and other providers', and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- have a social worker
- have a child protection plan
- are assessed as being in need
- are looked after by the local authority
- have an education, health and care (EHC) plan

3. Core Safeguarding Principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education. Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of the child must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It is 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.

4. 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 a Child 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/carers, 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 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.

Field Lane J I & N 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 will be: Hilary Towers-Islam.

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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Field Lane J I & N School will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID19, Field Lane J I & N School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Field Lane J I & N School will encourage our vulnerable learners and young people to access education, including remotely if needed and will ensure that access to the school setting can be provided.

5. Attendance Monitoring

As most learners will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on nonattendance. The exception to this is where any learner we expect to attend school during the closure doesn't attend, or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers, by contacting the family via telephone, record using school systems
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. We maintain contact via weekly welfare calls.

Field Lane J I & N School and social workers will agree with parents/carers whether children in need should be attending school. Field Lane J I & N School will then follow up on any learner that they were expecting to attend, who does not. We 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.

Field Lane J I & N school staff will ring /text parents/carers to establish the reason that the child(ren) have not attended their pre-arranged place in school.

To support the above, Field Lane J I & N school will, when communicating with parents/carers and 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, Field Lane J I & N School will notify their social worker.

6. Designated Safeguarding Lead

Field Lane J I & N School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Hilary Towers-Islam

The SLT Designated Safeguarding Lead is: Asif Lorgat

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 coordinating safeguarding on site.

The DSL or Deputy will be available either on site or by telephone at all times during the school day.

The SLT members in school where the DSL or Deputy DSL is not present will ensure they liaise directly with them regarding any safeguarding concern.

This might include updating and managing access to child protection online management system, CPOMS 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 Field Lane J I & N School staff and volunteers have access to a trained DSL (or deputy). Members of SLT are on site every day and staff will be informed of the rota so that they are aware of who to contact directly in case of an urgent concern. Staff can contact the DSL directly by telephone during school hours for advice. The telephone number is 01924 326378.

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

7. Reporting a Concern

Where staff have a concern about a learner, 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 telephone the Designated Safeguarding Lead or contact school immediately. If a colleague believes a child is at immediate risk of significant harm they should contact the relevant agency - all contact details are on the school website.

Staff are reminded of the need to report any concern immediately and without delay. Where staff are concerned about an adult working with learners 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 verbally and following all requirements as laid out in the Staff Code of Conduct.

Concerns around the Head teacher should be directed to the Chair of Governors: Cat MacDonlad

8. 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 deputy) who has been trained will continue to be classed as a trained DSL (or deputy) 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 (2019). The DSL 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 Field Lane J I & N 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 DSL arrangements.

Staff will continue to be offered safeguarding CPD, this will be online

9. 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, Field Lane J I & N 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.

Where Field Lane J I & N School uses 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.

Field Lane J I & N 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.

Field Lane J I & N 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

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, Field Lane J I & N School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Mental Health

Where possible, we will continue to offer our current support for mental health for all children. We will also signpost all children, parents and staff to other resources to support good mental health at this time.

The following details have been shared with parents and carers, should they have concerns about theirs or their child's emotional well-being during this difficult time:

<https://www.kirklees.gov.uk/beta/health-and-well-being/supported-help-with-emotionalwellbeing.aspx>

When setting expectations for learners learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

11. Online Safety in Schools and Colleges

Field Lane J I & N School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where learners are using computers in school, appropriate supervision will be in place.

12. Children and Online Safety Away from School and College

It is important that all staff who interact with learners, including online, continue to look out for signs a learner may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Field Lane J I & N School code of conduct.

Field Lane J I & N School 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 supporting remote learning.

- Webcams should not be used.
- Staff must only use platforms provided by Field Lane J I & N School to communicate with children.
- All language used by staff should be professional and appropriate.

13. Supporting Children Not in School

Field Lane J I & N School is committed to ensuring the safety and wellbeing of all its children.

Where the DSL 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. This will be supported by weekly well-being calls.

Details of this plan must be recorded on CPOMS, and a record of contact made should be added to the parent contact sheet.

Any child identified as vulnerable who is not seen as being on the edge of social care support but who have been identified as benefitting from additional contact will receive regular welfare calls. These calls will be logged on the parent contact spreadsheet for this person.

Field Lane J I & N School and its DSLs 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 DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website pages and Class Dojo

Field Lane J I & N School recognises that school is a protective factor for children and the current circumstances can affect the mental health of children and their parents/carers. Teachers at Field Lane J I & N School need to be aware of this in setting expectations of children's work where they are at home.

Field Lane J I & N School will ensure that where we care for children of critical workers and vulnerable learners on site, we ensure appropriate emotional and pastoral support is in place for them. Any issues or concerns which arise will be recorded on CPOMS.

14. Supporting Children in School

Field Lane J I & N School is committed to ensuring the safety and wellbeing of all its children.

The School will continue to be a safe space for children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to children ratio numbers are appropriate, to maximise safety.

Field Lane J I & N School 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.

Field Lane J I & N 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. This will be bespoke to each child and recorded on CPOMS.

Where Field Lane J I & N School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with BMAT and the Local Authority.

15. Peer on Peer Abuse

Field Lane J I & N 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 multi-agency partner required to ensure the safety and security of that young person.

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