



## COVID-19 school closure arrangements for Safeguarding and Child Protection at

Leigh St Peter's CE Primary

School Name:	Leigh St Peter's CE Primary School
Policy owner:	
Date:	20 <sup>th</sup> April 2020
Date shared with staff:	

## **1. Context and Contact Numbers**

1.1 From 20th March 2020 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.

1.2 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.

1.3 This addendum of the Leigh St Peter's CE Primary Safeguarding Policy applies only whilst the ongoing COVID-19 response is required to be in place.

Role	Name	Contact no and email
Designated Safeguarding Lead	Wendy Cathie	<a href="mailto:headteacher@admin.leighsaintpeters.wigan.sch.uk">headteacher@admin.leighsaintpeters.wigan.sch.uk</a> 01942 671442
Deputy Designated Safeguarding Lead	Anne Fletcher Kerry Newton Kevin Robinson	<a href="mailto:afletcher@lspps.org.uk">afletcher@lspps.org.uk</a> <a href="mailto:knewton@lspps.org.uk">knewton@lspps.org.uk</a> <a href="mailto:krobinson@lspps.org.uk">krobinson@lspps.org.uk</a>
Headteacher	Wendy Cathie	<a href="mailto:headteacher@admin.leighsaintpeters.wigan.sch.uk">headteacher@admin.leighsaintpeters.wigan.sch.uk</a> 01942 671442
Chair of Governors	Margaret Hughes	<a href="mailto:enquiries@admin.leighsaintpeters.wigan.sch.uk">enquiries@admin.leighsaintpeters.wigan.sch.uk</a> 01942 671442
Safeguarding Governor	Nichola Burton	<a href="mailto:nburton@lspps.or.uk">nburton@lspps.or.uk</a> 01942 671442

Other Local Authority contacts can be found in the main safeguarding policy.

## **2. Vulnerable children**

2.1 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.

2.2 Those who have a social worker or Start Well 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 have otherwise been deemed to meet the definition in Section (17) of the Children Act 1989.

2.3 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 with weekly check ins. The lead person for children with EHCP is Kerry Newton.

2.4 Leigh St Peter's CE Primary will continue to work with and support children's social workers and other connected professionals to help protect vulnerable children. This includes working with and

supporting children's social workers and the local authority virtual school head (VSH) Rachel Clemow for looked-after and previously looked-after children. The lead person for this will be Anne Fletcher.

2.5 There is an expectation that vulnerable children who have a social worker or Start Well worker will attend an education setting, so long as they do not have underlying or complex 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 Leigh St Peter's CE Primary will explore the reasons for this directly with the parent and keep in weekly contact with them.

2.6 Where parents are concerned about the risk of the child contracting COVID-19, The Headteacher, Wendy Cathie or the child's social worker or Start Well worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Our school Leigh St Peter's will encourage our vulnerable children and young people to attend a school, including remotely if needed. We will make weekly checks for our most vulnerable children.

### **3 .Attendance monitoring**

3.1 A member of staff from Leigh St Peter's CE Primary will follow up on any vulnerable pupil that they were expecting to attend, who does not. (Kerry Newton – EHCP and EAL; Anne Fletcher – other vulnerable)

3.2 A member of staff from Leigh St Peter's CE Primary 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 (Key Worker children only – manager on shift)

3.3 School completes the register daily and sends it to the attendance officer. They then send this information to the LA and completes the DfE Attendance Recording daily

3.4 To support the above, Leigh St Peter's CE Primary will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

3.5 In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Leigh St Peter's CE Primary will notify their social worker or Start Well Worker.

### **4 . In Year Admissions**

4.1 School will follow the same policy for in year admissions. In particular, previous schools will be contacted before any decision to admit is made. This contact will be made by Sarah Arnold (attendance officer) unless there is information on the application about behaviour or social care involvement. Then this contact will be carried out by SLT.

4.2 For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child.

4.3 In the circumstances that more time and information is needed then the LA admissions team will be contacted and information shared and an extension of the 10 days requested.

4.4 If a child is classed as vulnerable according to COVID-19 government guidelines then information is gathered and a decision to admit is agreed with the Pastoral Manager and Headteacher. This is shared with the LA and social worker, if appropriate. A clear plan is put in place to cover attendance to school and/or weekly contact.

## **5. Designated Safeguarding Lead**

5.1 Leigh St Peter's CE Primary has a Designated Safeguarding Lead (DSL) and a Deputy DSL  
The Designated Safeguarding Lead is: Wendy Cathie  
The Deputy Designated Safeguarding Lead are: Anne Fletcher (Pastoral Manager), Kerry Newton (Deputy Headteacher), Kevin Robinson (Assistant Headteacher)

5.2 The aim is to have a trained DSL (or deputies) available on site throughout the times that the school is operating under the COVID-19 arrangements. This is the case in 4 out of 5 shifts. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

5.3 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. It is important that all Leigh St Peter's CE Primary staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site have access to a shift manager who is a senior leader for that shift. Their line managers are also available to contact during school hours during which time they are working at home.

5.4 The Pastoral Manager will continue to engage with social workers and Start Well Workers, and attend all multi-agency meetings, which can be done remotely.

## **6. Reporting a concern**

6.1 Where staff have a concern about a child, they should continue to follow the existing process outlined in the school Safeguarding Policy. To discuss any concerns please call the MAST (Safeguarding hub) for advice, but for any immediate risks, complete the usual referral process.

## **7. Safeguarding Training and induction**

7.1 For the period that 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.

7.2 Where new staff are recruited, or new volunteers enter our school, they will continue to be provided with a safeguarding induction.

7.3 If staff are deployed from another education or children's workforce setting to Leigh St Peter's CE Primary 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.

7.4 Upon arrival, any new staff will be given a copy of the Leigh St Peter's CE Primary Child protection and Safeguarding policy.

## **8. Safer recruitment/volunteers and movement of staff**

8.1 People who are unsuitable are not allowed to enter the children's workforce or gain access to children and this does not change under COVID-19 arrangements. When recruiting new staff, we Leigh St Peter's CE Primary will continue to follow the relevant safer recruitment processes for the setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

8.2 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.

8.3 Where our school Leigh St Peter's CE Primary 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.

8.4 Leigh St Peter's CE Primary 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.

8.5 Leigh St Peter's CE Primary 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)

8.6 Whilst acknowledging the challenge posed by the necessities of COVID-19 response, Leigh St Peter's CE Primary will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in schools and colleges**

9.1 Leigh St Peter's CE Primary 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.

## **10. Children and online safety away from school and college**

10.1 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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

10.2 Online teaching should follow the same principles as set out in Leigh St Peter's CE Primary code of conduct. Leigh St Peter's CE Primary will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

11.1 Leigh St Peter's CE Primary remains committed to ensuring the safety and wellbeing of all its Children.

11.2 The School's Pastoral Manager DSL and DDSL will have contact details for the social worker or start well worker for any child who is open to those services and a communication plan between the school and those professionals specific to the COVID-19 arrangements period will be implemented.

11.3 Parents can continue to contact school with regard to any need by contacting 01942 671442, emailing [enquiries@admin.leighsaintpeters.wigan.sch.uk](mailto:enquiries@admin.leighsaintpeters.wigan.sch.uk) or contacting school staff via class dojos.

## **12. Supporting children who are in school**

12.1 The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

12.2 Leigh St Peter's CE Primary 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.

12.3 Leigh St Peter's CE Primary 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.

12.4 Where there are concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the Headteacher will discuss them immediately with the Chair of Governors and / or the Local Authority.

### **13. Peer on Peer Abuse**

13.1 Leigh St Peter's CE Primary 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 of the existing Child Protection and Safeguarding Policy

13.2 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.