



Chidham Parochial Primary School

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

School Name: Chidham Parochial Primary School

Policy owner: Kim Thornton

Date adopted: 3rd April 2020

Date shared with staff: 4th April 2020

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

1. Context

From 20th 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 Chidham Parochial Primary School 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	Kim Thornton	01243 572380	head@chidham.w-sussex.sch.uk
Other Designated Safeguarding Lead	Mat Chesshire Michelle Miles Nikki Brown	01243 572380	mcheshire@chidham.w-sussex.sch.uk mmiles@chidham.w-sussex.sch.uk bursar@chidham.w-sussex.sch.uk
Headteacher	Kim Thornton	01243 572380	head@chidham.w-sussex.sch.uk
Chair of Governors	Beccy Wild		bwild@chidham.w-sussex.sch.uk
MASH WSCC		01403 229900 (Out of Hours 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and CP during school partial closure;

Role	Name	Contact	Email
Senior Teachers	Kimberley Chesshire Jo Seton	01243 572380	apple@chidham.w-sussex.sch.uk jseton@chidham.w-sussex.sch.uk
SENDCo	Mhairi Sear		msear@chidham.w-sussex.sch.uk

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 school 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;

A DSL is onsite for the majority of the time through our own school DSLs, when this is not possible the DSL of a neighbouring school i.e Southbourne Juniors or Infant School is available on site. The Headteacher is on call every day as DSL via phone.

The senior teacher has been upskilled to cover the role in the interim also.

A contact list for other DSLs in the locality has also been created.

Chidham Parochial Primary School has a Designated Safeguarding Lead (DSL) and 3 other DSLs.

The Designated Safeguarding Lead is: Kim Thornton

Other Designated Safeguarding Leads are: Mat Chesshire, Michelle Miles & Nikki Brown

Contact details for these are;

Role	Name	Contact	Email
DSL Headteacher	Kim Thornton	01243 527380	head@chidham.w-sussex.sch.uk
DSL	Mat Chesshire	01243 527380	mchesshire@chidham.w-sussex.sch.uk
DSL	Michelle Miles	01243 527380	mmiles@chidham.w-sussex.sch.uk
DSL	Nikki Brown	01243 527380	bursar@chidham.w-sussex.sch.uk

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
Kim Thornton	IN DATE DSL lead training took place on 18 th June 2019	Headteacher
Mat Chesshire	IN DATE DSL lead training took place on 18 th June 2019	Deputy headteacher/Y6 teacher
Michelle Miles	IN DATE DSL lead training took place on 10 th July 2019	Family Support worker
Nikki Brown	IN DATE DSL lead training took place on 21 st January 2019	Bursar

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.

New Staff and Volunteers

Newly recruited staff joining at this period will have an induction with one of the senior members of staff before commencing work at the school. They will also be placed on the rota with an experienced member of staff. All policies and documents will be shared (hard copies given) as usual.

The safeguarding induction will take place with a DSL.

Staff Deployed from another Educational Setting

Staff deployed from another educational setting will receive safeguarding induction from the duty DSL. All documentation and suitability checks will be carried out by the duty admin staff.

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.

Chidham Parochial 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 (2019) (KCSIE).

7. Disclosure and Barring

Chidham Parochial Primary School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

New DBS checks and other appropriate checks will be carried out by the School Business Manager on duty days. The SBM will continue to add staff to the SCR and ensure it is kept up to date.

Our school 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

Chidham Parochial Primary School 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:

Kim Thornton

Chidham Parochial Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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 Chidham Parochial Primary School will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Chidham Parochial Primary School will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

Our school will encourage these children also to attend school.

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

11. Supporting children in school

Chidham Parochial Primary School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Chidham Parochial Primary School 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.

In the case of staff absence, the stand by rota will be implemented. If no staff are available, we will join with the adjoining infant school to cover support for children attending.

12. Supporting children not in school

Chidham Parochial Primary School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

In order to safeguard vulnerable pupils not in school, in line with DfE Covid-19 guidance and local practices we will:

- Identify the needs of vulnerable pupils
- Engage with lead partners e.g. Social workers and Early Help leads
- Create risk assessments for these pupils – shared with DSLs, leads and teachers
- Communicate with families as identified in the RA
- Record any communication with the families and liaise with lead partners
- Ensure the safety of the child is at the centre

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.

The attendance register is taken on the recommended excel spreadsheet and sent to the Headteacher daily for upload to the DfE site. The return register is then sent to WSCC.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Chidham Parochial Primary School 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 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.

- The recording forms will be completed as usual, these are available on the Google Drive and will be emailed to the DSL. Staff will report concerns immediately to the DSL
- The DSL will be aware of all staff in school on each day.
- All staff have read and confirmed the interim guidance alongside KCSiE, senior staff have read the deputy DSL powerpoint from County
- All staff have access to the Google Drive, those without devices have been issued with laptops during this time
- Concerns around a member of staff will be reported to the Headteacher immediately
- Concerns around the Headteacher will be emailed to the Chair of Governors bwild@chidham.w-sussex.sch.uk

15. Online safety in schools and colleges

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite. The e-safety checks on equipment will continue through the JSPC application.

16. Children and online safety away from school and college

Chidham Parochial Primary School will adhere to the following substantive policies;
Staff code of conduct
E safety Policy
Staff and Pupil acceptable use

The school will use;

- SeeSaw to communicate with pupils
- Website suggestions have been checked by staff
- Parent pages on the school website content safety material and mental health and wellbeing links
- Staff setting daily English and Maths and weekly foundation activities, responding to pupils when necessary
- No online work will be set over the Easter period but ideas for "things to do" shared on the Friday Flyer (newsletter) dated 3rd April
- Home learning ideas have been shared by email/telephone to all those with no access to online learning
- Pupils not appearing online will be followed up with phone calls by the teachers or senior staff

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

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