



**COVID-19 School Reopening Additions to
Safeguarding and Child Protection Policy at
Ashwood Park Primary School**

School Name: Ashwood Park Primary School

Policy owner: J Lister

Date: 28.5.20

Date shared with staff: 01.06.2020

Date shared with Governors: 28.5.20

From the week commencing 1 June, Ashwood Park expects to be able to welcome back more children to school. And has followed the guidance below.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

The department has also published guidance on implementing protective measures in education and childcare settings to support this.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This policy annex has also been written following the publication of <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers-on-may-20th-2020>. This guidance is applicable to 31 May 2020 and will be reviewed before 1 June 2020.

[Keeping Children Safe in Education](#) (KCSIE) is statutory safeguarding guidance that schools should continue to have regard to as required by legislation.

This addendum of the Ashwood Park Primary School Safeguarding, and Child Protection Policy contains details of Safeguarding arrangements from June 1st 2020. It does not replace the school's main policy and Annex 1 is still applicable for those children who still remain at home.

Staff and Volunteers

- Staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following partial school closures.
- Staff and volunteers must follow the school's reporting process if they have any concerns about a child, including any returning child/ren, and act immediately following reporting procedures in the main policy.
- Staff and volunteers will be kept updated with continuing safeguarding updates and new guidance by the DSL. Staff will be aware that Ashwood Park Primary School safeguarding arrangements may be subject to change, therefore should make themselves aware of potential new procedures during unprecedented times. Staff are asked to check e mails at least once a day.
- Where possible the DSL (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return.
- Staff should ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. Schools (led by the DSL or deputy) should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns.

Changes to DSL (and Deputy) Arrangements

- Ashwood park aims to have a trained DSL (or deputy) available on site. In the event of this not being possible a trained DSL (or deputy) will be available to contact via phone or online video - for example when working remotely.
- 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 child protection online management system (CPOMS) /other school safeguarding systems 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 that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be remotely.

Peer on Peer Abuse

- The process for managing any reports of peer on peer abuse and support of victims has not changed and current policy should be followed. If the process has to be revised for any reason, the principles as set out in part 5 of [KCSIE](#), should continue to inform our approach.
- Ashwood Park will listen and work with the young person, parents/carers and any multiagency partner required ensuring the safety and security of that young person. Concerns and actions must be recorded on schools safeguarding systems / CPOMS and appropriate referrals made.

Domestic Abuse

- Process for Domestic Abuse/Domestic Violence should continue via Operation Encompass. (contact Beverley.ledington@dudley.gov.uk)

Concerns about Staff or Volunteers

- The process for reporting concerns about staff and volunteers has not changed. Concerns should be raised with the Head Teacher or, in his absence, the Deputy Head Teacher. The principles in part 4 of [KCSIE](#) will continue to support how Ashwood Park responds to any such concerns.

Where staff are concerned about an adult working with children 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 verbally, and then followed up with an email to the head teacher. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown, Allegations@dudley.gov.uk Concerns around the Headteacher should be directed to the Chair of Governors: Jo Marchant.

Vulnerable Children

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to school where this would now be appropriate for them to do so. The School will work with and support the relevant families and pupils to return to school where attendance is appropriate. A brief summary of attendance expectations across the different groups of vulnerable children is as follows:

- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment

- for vulnerable children who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))

Read more in the guidance on [vulnerable children and young people](#).

Supporting Children in School

Ashwood Park is committed to ensuring the safety and wellbeing of all its children. Ashwood Park will implement protective measures guidance and follow advice from Public Health England on sanitation, social distancing and other measures to limit the risk of spread of COVID19.

Parents/carers are asked to report to school by telephone call, if their child has suspected symptoms of COVID19 or feels unwell. Staff will support parents/carers following the advice set out by Public Health England.

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

Ashwood Park will ensure that where we care for all children we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on schools safeguarding systems / CPOMS.

Supporting Children away from School

Ashwood Park 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 will ensure that a robust communication plan remains in place for that child.

Details of this plan must be recorded on School safeguarding systems / CPOMS, as should a record of all contacts made. Communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded.

Ashwood Park and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Plans must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Ashwood Park recognises that school is a protective factor for children and, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Ashwood Park need to be aware of this in setting expectations of pupils' work where they are at home.

Children and Online Safety away from School

Staff and volunteers should be aware of the clear reporting routes for children to raise any concerns whilst working online and are able to signpost children to age appropriate practical support from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Ashwood Park will ensure 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 continue to be made to children's social care and as required the police.

Remote Education - [guidance on safeguarding and remote education](#) to support schools plan lessons safely.

Virtual Lessons and Live Streaming - There is no expectation that teachers should live stream or provide pre-recorded videos. Schools and colleges should consider the approaches that best suit the needs of their children and staff.

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=cc90fb4d-85d1-4c41-837a-dd29a3eccbc2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Online Safety in School

All staff and volunteers should continue to consider the safety of their children when they are asked to work online. Online teaching 'do's and don'ts' should be the same principles as set out in the school's staff behaviour policy (sometimes known as a code of conduct) and should be followed. This policy should also include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements, which are introduced.

Within school appropriate filters and monitoring systems are in place to protect children when they are online on the school IT systems.

Ashwood Park School will continue to ensure any use of online learning tools and systems is in line with privacy and data protection requirements.

Staff will be in regular contact with parents and carers. Those communications will continue to be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear which members of school staff (if anyone) their child is going to be interacting with online.

Parents have been sign posted to a range of online sources on our webpage so they can raise any concerns whilst online as well as reporting back to school. These include:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services
- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where we have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, we will endeavour to provide appropriate support.

DFe guidance on mental health and behaviour in schools can help to identify children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for children in the current circumstances can include existing provision in the (although this may be delivered in different ways, for example over the phone for those children still not attending provision) or from specialist staff or support services.

Teachers should be aware of the impact the current circumstances can have on the mental health of those children (and their parents) who are continuing to work from home, including when setting expectations of children's work. Parents will be asked to notify school of any changes to their child's health, welfare and well-being. We will endeavour to facilitate a safe system whereby teachers can phone families and speak to their children who are not in school.

Children Moving School

It will be important for any school whose children are attending another setting to continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. For looked-after children, any change in school should be led and managed by the virtual school head with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Where a child leaves Ashwood Park Primary School we will continue to follow our usual procedures and transfer child protection records as soon as possible. Where we receive a child, our standard letter requesting confirmation that there are no welfare concerns, or if there are that those are forwarded to us without delay, will continue to be sent.

Whilst schools and colleges must continue to have appropriate regard to data protection law, that does not prevent the sharing of information for the purposes of keeping children safe.

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. This School will use their judgement on whether recruitment is needed and how this can best be done given the circumstances. Ashwood Park Primary School will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSIE.
- In response to coronavirus, 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. The Home Office and Immigration Enforcement have also temporarily adjusted the right to work checks due to the coronavirus outbreak.
- For members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school to support the response to coronavirus. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. If Ashwood Park Primary School were to receive a member of staff from another school we would risk assess as they were a volunteer and seek assurance from the current employer rather than requiring new checks.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures.

Ashwood Park Primary School will follow current guidance and the legal duty, as set out below (excerpt from current guidance, referenced above).

Schools and colleges must continue to follow their 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](#). Schools and colleges should continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of [KCSIE](#) and the TRA's [advice for making a referral](#). During the coronavirus period all referrals should be made by emailing misconduct.teacher@education.gov.uk.

All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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. This will be more important than ever as more children and staff return. As such, schools and colleges must continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in [KCSIE](#). The SCR can, if a school or college chooses, provide the means to log everyone that will be working or volunteering in a school or college on any given day, including any staff who may be on loan from other institutions. The SCR can also, if a school or college chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Safeguarding Partners

Ashwood Park will:

- continue to work with local safeguarding partners and receive any updated advice. DSLs (or deputies) will be leading the school's input into the local arrangements
- work with and receive any updated advice from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need
- work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.
- 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 is: Jane Lister Virtual School Head (VSH) – Andrew Wright, Andrew.Wright@dudley.gov.uk

Attendance

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know our most vulnerable children. They have the flexibility to offer a place to those on the edge of receiving children's social care support. DSL staff should continue to notify social workers where children with a social worker do not attend. They should also continue to follow up with any parent or carer whose child is expected to attend and does not. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, DSL staff will notify their social worker.

Ashwood Park should have at least two emergency contacts to enable communicating with parents and carers and ask for any additional emergency contact numbers where they are not available.

Parents and carers will not be penalised if their child does not attend educational provision.

Ashwood Park will take attendance register from 1 June and continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many children and staff are attending.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the original school Safeguarding Policy; this includes making a report via schools safeguarding systems / CPOMS, which can be remotely. Staff are reminded of the need to report any concern immediately.

If there is a significant safeguarding concern and/or if any child, where staying at home for a prolonged period raises a concern for DSL, refer to MASH/Children's Social Services outlining the risks on a MARF and record safeguarding details on Ashwood Park safeguarding systems/CPOMS.

MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: MASH_Referrals@dudley.gov.uk