



Turners Hill CofE Primary School

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

**School Name: Policy owner: Turners Hill CofE Primary School**  
**Date adopted: 8<sup>th</sup> April 2020**  
**Date shared with staff: 14<sup>th</sup> April 2020**

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

## 1. Context

From 20<sup>th</sup> 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 Turners Hill CofE 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.

### Contents

1. Context.....	2
2. Key contacts.....	3
3. Staff Resilience – School Safeguarding Team .....	4
5. Safeguarding Training and Induction .....	5
6. Safer recruitment/volunteers and movement of staff.....	6
7. Disclosure and Barring.....	6
8. Vulnerable children .....	7
9. Children’s Social Care – RAG Assessment of Open Cases .....	7
10. Continued Safeguarding Planning – .....	7
11. Supporting children in school.....	8
12. Supporting children not in school .....	8
13. Attendance monitoring.....	8
14. Reporting a concern.....	9
15. Online safety in schools and colleges.....	9
16. Children and online safety away from school and college .....	9
17. Support from the Local Authority .....	9

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Ben Turney	01342715412	head@turnershillschool.org.uk
Deputy Designated Safeguarding Lead	Charlotte Palin	01342715412	csteel@turnershillschool.org.uk
Headteacher	Ben Turney	01342715412	head@turnershillschool.org.uk
Chair of Governors	Elizabeth Grub	01342715412	Elizabeth.grub@talktalk.net
MASH WSCC		01403 229900 (Out of Hours - 0330 222 6664)	<a href="mailto:MASH@westsussex.gov.uk">MASH@westsussex.gov.uk</a> Referral forms via; Adults <a href="https://www.westsussex.gov.uk/raiseaconcernaboutanadult">https://www.westsussex.gov.uk/raiseaconcernaboutanadult</a> Children's <a href="https://www.westsussex.gov.uk/Raiseaconcernaboutachild">www.westsussex.gov.uk/Raiseaconcernaboutachild</a>
LADO		0330 222 6450 (9am -5pm)	<a href="mailto:LADO@westsussex.gov.uk">LADO@westsussex.gov.uk</a>
Safeguarding in education		0330 222 4030	<a href="mailto:safeguarding.education@westsussex.gov.uk">safeguarding.education@westsussex.gov.uk</a>

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

Role	Name	Contact	Email
Inclusion Manager	Sarah Neill	01342715412	sneill@turnershillschool.org.uk
Little Oaks Leader	Nikki Brimebombe	01342715412	nbrimecombe@turnershillschool.org.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;**

#### **School Partial Closure**

During the school closure, there will be a DSL available (if possible) in school. If all DSLs are not available to attend school but are available via phone, then staff will be made aware of who to contact. In the event that all DSLs are unavailable, the school will contact West Sussex to inform them and work with a local school where a DSL is available.

Vulnerable Children will be invited to attend school. If they are attending but do not arrive at school, the school are to contact the parents. If the child is not attending, then the school are to carry out welfare checks via phone with the home. They are to contact the parents and speak with both the child and parent. This needs to be recorded on CPOMS.

If the school are concerned, and would like a home welfare visit, then the school will contact: [youthcrawleymid@sussex.pnn.police.uk](mailto:youthcrawleymid@sussex.pnn.police.uk) and contact the child's social

worker.

Where the school deem the child to be vulnerable but is not on the register, the school will complete weekly checks with the home/parent/child and record the contact on CPOMS.

Any information shared in school by the children follows the agrees systems and is compliant with KCSIE guidance.

### **Vulnerable Children**

Any children the school deem to be vulnerable will receive a phone call weekly from Carole Boshier.

All children who receive learning mentor meetings will also receive a weekly phone call from Carole Boshier.

### **Children who have social workers but do not want to attend school**

The school will ascertain with social workers how much contact they will have with the family and adjust the contact school will have with the family.

DSL to have a weekly phone call with the family (parent and child).

Class teacher to have a face to face zoom call with the child – conversation to be recorded on Zoom to ensure the safety of all parties.

DSLs: Ben Turney, Charlotte Palin, Nikki Brimecombe, Sarah Neill

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;

<b>Name of staff member</b>	<b>Type of training and date of issue</b>	<b>Role in school</b>
Ben Turney	DSL refresher 3/10/2019	Headteacher
Charlotte Palin	DSL refresher 7/3/2019	Deputy Headteacher
Sarah Neill	DSL training 15/3/2019	Inclusion manager
Nikki Brimecombe	DSL refresher 7/3/2019	Little Oaks Leader

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.

During the partial closure no new appointments will be made. However, if necessary the procedures set out in the full safeguarding Policy come in to effect.

## **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.

Turners Hill CofE 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**

Turners Hill CofE Primary School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

See Safer Recruitment Policy for full details of DBS and safeguarding checks.

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](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.

Turners Hill CofE 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:

Sarah Neill

Turners Hill CofE 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 Turners Hill CofE Primary School will fully adhere to these practices.

## **10. Continued Safeguarding Planning –**

Schools RAG Assessment for children with safeguarding concerns.

Turners Hill CofE 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.

Turners Hill CofE Primary 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**

Turners Hill CofE Primary is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Turners Hill CofE Primary 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.

Staffing is covered by a rota, ensuring that adequate staff to pupil ratios are in place and that additional staff are available in the event of staff illness. If staffing levels drop below the level at which the provision can continue, the local authority will be contacted to ensure children can attend an alternative provision.

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

Turners Hill CofE Primary is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies. The needs/safety of the child must always remain the priority, even when the school is not functional as usual.

- Vulnerable pupils will be identified
- Engagement and liaison with lead partners to ensure liaison between children and school/EH/social care is maintained
- School will act as lead agency if/when necessary
- Risk assessments will be in place for any child on a Child Protection plan
- All decisions/communications leading to a decision will be recorded on

## **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.

A daily register of attendance will be taken and sent to the DfE via the secure school account. These figures will also be shared with West Sussex Local Authority.



The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Turners Hill CofE 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](mailto: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.

#### **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.

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

School will adhere to the following substantive policies;

- Acceptable Use Policy
- Electronic Information and Communication Policy

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](mailto:safeguarding.education@westsussex.gov.uk)

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