



**COVID–19 School Closure Arrangements for Safeguarding and Child Protection at the Federation of Bursledon CoE Infant School and Bursledon Junior School**

Date of last review:	N/A
Date approved by Governing Body:	April 2020
Date of next review:	April 2021
Committee responsible for implementation and review:	Policy Review Committee

**Bursledon Federation Christian vision statement**

*To see God's **LOVE** thrive in our Bursledon community: where no-one is lonely, isolated or unsupported; where we **RESPECT** diverse beliefs and we all speak well of each other; and where we all **ASPIRE** towards a fulfilling future of lifelong learning, built on strong relationships and hope.*

**Context**

From 20th March 2020 and again from 5<sup>th</sup> January 2021, parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who could not be safely cared for at home.

Schools and all childcare providers were also asked to provide care for children who are considered to be vulnerable.

**Signed...Hilary Bax.....Date April 2020**

**Chair of Governors**

This **addendum of the Bursledon Federation's Child Protection and Safeguarding Policies** contains details of our individual safeguarding arrangements in the following areas:

**Key Contacts**

**Vulnerable Children**

**Attendance Monitoring**

**Designated Safeguarding Lead**

**Reporting a Concern**

**Safeguarding Training and Induction**

**Safer Recruitment**

**Online Safety**

**Supporting Children not in School**

**Supporting Children in School**

**Peer on Peer Abuse**

**Key contacts**

<b>Role</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
Designated Safeguarding Lead (DSL) Executive Headteacher	Kerry Stamp	02380 402869	<a href="mailto:k.stamp@bursledon-jun.hants.sch.uk">k.stamp@bursledon-jun.hants.sch.uk</a>
Designated Safeguarding Lead (DSL) Head of School - BIS	Richard Partridge	02380 402869	<a href="mailto:r.partridge@bursledon-inf.hants.sch.uk">r.partridge@bursledon-inf.hants.sch.uk</a>
Designated Safeguarding Lead (DSL) Head of School - BJS	Emma Elliott	02380 402869	<a href="mailto:e.elliott@bursledon-jun.hants.sch.uk">e.elliott@bursledon-jun.hants.sch.uk</a>
Deputy Designated Safeguarding Lead (DDSL) Assistant Headteacher	Anne-Marie Jordan	02380 402869	<a href="mailto:a.jordan@bursledon-jun.hants.sch.uk">a.jordan@bursledon-jun.hants.sch.uk</a>
Deputy Designated Safeguarding Lead (DDSL) Assistant Headteacher	Rachel Wellington	02380 402869	<a href="mailto:r.wellington@bursledon-jun.hants.sch.uk">r.wellington@bursledon-jun.hants.sch.uk</a>

Pastoral Lead	Clare Male		<a href="mailto:c.male@bursledon-inf.hants.sch.uk">c.male@bursledon-inf.hants.sch.uk</a>
Chair of Governors	Hilary Bax		<a href="mailto:h.bax@bursledon-inf.hants.sch.uk">h.bax@bursledon-inf.hants.sch.uk</a>
Safeguarding Governor	Corrina Bishop/ Vikki Chadwick		<a href="mailto:corrina@4bishops.co.uk">corrina@4bishops.co.uk</a> <a href="mailto:v.chadwick@bursledon-jun.hants.sch.uk">v.chadwick@bursledon-jun.hants.sch.uk</a>
LLP – Hants LA	Kirstie-Anne Sangway		<a href="mailto:kirstie-anne.sangway2@hants.gov.uk">kirstie-anne.sangway2@hants.gov.uk</a>
<b>LADO</b>	Barbara Piddington Mark Blackwell	01962 876364	<a href="mailto:Barbara.piddington@hants.gov.uk">Barbara.piddington@hants.gov.uk</a> <a href="mailto:Mark.blackwell@hants.gov.uk">Mark.blackwell@hants.gov.uk</a>

## 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 Care 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.

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 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 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 Leads and Deputy DSLs and the Pastoral Lead 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.

The Bursledon Federation will continue to work with and support children's social workers to help protect vulnerable children. This includes working and supporting children's social workers and the Local Authority Virtual School Head (VSH) for looked after and previously looked after children.

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 does not want to bring their child to an

education setting, and their child is vulnerable, the social worker and the Bursledon Federation will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Bursledon Federation or the social worker will talk through these anxieties with the parent / carer following the advice set out by Public Health England.

Where appropriate to do so Bursledon Federation will encourage our vulnerable children to attend school, including remotely if needed. We will maintain regular contact with the parents and carers of our vulnerable children. We will complete a weekly return to the Local Authority to inform them which children have attended school and any reasons for non-attendance.

Bursledon Federation will ensure that any updated advice or arrangements from the Local Authority are followed and shared as appropriate.

### **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.

Bursledon Federation and social workers will agree with parents / carers whether vulnerable children should be attending school, Bursledon Federation will then follow up on any pupil that we were expecting to attend, who does not. Bursledon Federation will also follow up with any parent or carer who had arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Bursledon Federation will confirm emergency contact numbers are correct and ask for any additional contact numbers where they are available.

In all circumstances where a vulnerable pupil does not take up their place at school or discontinues, Bursledon Federation will notify the social worker.

### **Designated Safeguarding Lead**

The Bursledon Federation has three Designated Safeguarding Leads (DSLs) and two Deputy Designated Safeguarding Leads (DDSLs).

The Designated Safeguarding Leads are: Kerry Smith, (both schools), Richard Partridge (Infants) and Emma Elliott (Juniors)

The Deputy Designated Safeguarding Leads are: Anne-Marie Jordan and Rachel Wellington

The optimal scenario is to have a trained DSL or DDSL available on site. Where this is not the case, a trained DSL or DDSL will be available to be contacted via telephone.

Where a trained DSL or DDSL is not on-site due to self-isolating, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating

records of concern, liaising with the offsite DSL or DDSL and, as required, liaising with children's social workers where they require access to vulnerable children and / or to carry out statutory assessments at school.

It is important that all staff at the Bursledon Federation have access to a trained DSL or DDSL. Staff on site will be made aware of who that person is each day and how to contact them.

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

### **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy.

Staff are reminded of the need to report any concern immediately and without delay – whether they are on site or not.

Where staff are concerned about an adult working with children in the school, they should report this to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Any concerns about the headteacher should be directed to the LADO.

### **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 DDSL who has been trained will continue to be classed as a trained DSL or DDSL even if they miss their refresher training.

All existing school staff have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

If any new staff are recruited to Bursledon Federation, 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 our child protection and safeguarding policies, confirmation of local processes and confirmation of DSL arrangements.

### **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, the Bursledon Federation will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE) (2019).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance of standard and enhanced DBS ID checking to minimise the need for face to face contact.

The Bursledon Federation will not utilise volunteers during the closure.

The Bursledon Federation 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.

The Bursledon Federation 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)

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 will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the Bursledon Federation will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

### **Online Safety**

The Bursledon Federation will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

## **Children and Online Safety Away from School**

It is important that all staff who interact with children, including online, continue to look out for signs that 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.

Online teaching should follow the same principles as set out in the Staff Code of Conduct.

The Bursledon Federation will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

## **Supporting Children Not in School**

The Bursledon Federation is committed to ensuring the safety and well-being of our pupils.

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, we will ensure that a robust communication plan is in place for that child.

The communication plan will include regular telephone contact and a record of all contact will be kept.

The Bursledon Federation will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school has links to safeguarding information on the website.

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

## **Supporting Children in School**

The Bursledon Federation is committed to ensuring the safety and well-being of all our pupils.

The Bursledon Federation will continue to be a safe place for all children to attend and flourish. The Headteachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The 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 COVID-19.

The Bursledon Federation 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 and any concerns are recorded.

Where the Bursledon Federation has concerns about the impact of staff absence – such as our DSL, DDSLs, first aiders or paediatric first aiders – we will discuss them immediately with the Local Authority.

### **Peer on Peer Abuse**

The Bursledon Federation recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and those outlined within our Child Protection Policy.

We will listen to and work with any child, parents / carers and any multiagency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded on our records of concern and appropriate referrals made.

### **Children from other settings**

The Bursledon Federation may be asked to host children who are registered at other settings. The safeguarding procedures stated in this policy will also apply for those children.

Before the child(ren) start at the Bursledon Federation, the following information will be gained and stored in the central file created for the partial school closure:

- Full name
- Safeguarding status (Child in Care, Child Protection, Child in Need, no Safeguarding status)
- Full reason behind why childcare is needed at the Bursledon Federation
- Contact phone number and address for parent or carer
- Second set of details for another appointed contact
- Contact details for a colleague working for the Local Authority, where applicable
- Notification of any known special educational needs / disabilities
- Medical and allergy information
- Agreed timeframes for attendance (where known in advance)



