

The Leys Primary and Nursery School

COVID-19 CONTINGENCY PLANNING—CHILD PROTECTION POLICY ANNEX April 2020

General Principles

Whenever school is operational a DSL will be available either on site or remotely. There is a clear communication strategy available for staff to communicate with DSLs e.g. – via telephone, or video conference call. All communication of a sensitive nature should be exchanged via secure networks, via CPOMS, rather than email or unsecured networks. If all DSLs were unwell and unable to work, then the most senior member of staff available should consult with the Local Authority (CPSLO) and this could involve making the decision to close the setting and sign post to other services such as the consultation hub.

Hertfordshire Consultation Hub – 01438 737511

Current information states that the CPSLO team are operating a rota system to cover the consultation hub:

The contact details for each CPSLO and the duty rota is as follows:

Paula Hayden: 01992 556710
Viv Hammond: 01992 588800
Freya Rymer: 01992 588182
John Mairs: 01992 555298
Kassiane Papageorgiou – Team Manager - 01992 556979

MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 JOHN	17 FREYA	18 FREYA	19 VIV	20 PAULA
23 FREYA	24 FREYA	25 JOHN	26 VIV	27 PAULA
30 FREYA	31 JOHN			

APRIL

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 JOHN	2 VIV	3 VIV
6 EASTER HOLIDAYS	7	8	9	10
13 EASTER HOLIDAYS	14	15	16	17
20 VIV	21 JOHN	22 FREYA	23 PAULA	24 FREYA
27 JOHN	28 VIV	29 FREYA	30 PAULA	

MAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 FREYA
4 FREYA	5 JOHN	6 FREYA	7 VIV	8 BANK HOLIDAY
11 FREYA	12 JOHN	13 FREYA	14 VIV	15 FREYA
18 JOHN	19 JOHN	20 FREYA	21 PAULA	22 FREYA
25 HALF TERM	26	27	28	29

If concerns are related to COVID-19, contact the DfE Coronavirus helpline:

DfE.coronavirushelpline@education.gov.uk

0800 046 8687 (you will require school URN when calling)

Similarly, within the skeleton staff arrangements, there should be provision for appropriate first aid and specialist expertise where required. Due to reduced pupil numbers, ideally one first aider would be on site at all times. If this is not practical, due to availability, there will always be a first aider on call and accessible within a short 2-5 minute distance to the school. If the arrangements agreed put anybody at risk or could result in adding additional pressure to essential services, e.g. NHS then this should be discussed with the LA and Governors, to agree whether it is advisable that school closes.

Child Protection Policy

The Leys Primary and Nursery School's child protection policy, in its entirety, is still applicable, and should be referred to alongside this document. This document should be reviewed as an annex to that policy, as advised by Gov.uk guidance (Coronavirus – safeguarding in schools, colleges and other providers, 2020), to alleviate the necessity to re-issue the school's child protection policy.

Designated Safeguarding Leads (DSLs)

Availability

Lead DSL:

Sally Clibbon - Family Worker (available on call)

Deputy DSLs:

Leigh Humphries - Headteacher (available on call)

Davinder Khangura - Deputy Headteacher (available on call)

Limited School Opening

The Leys Primary and Nursery School is open to pupils for the parents who qualified for a place at the provision. There is a DSL on call remotely each day who will liaise with other DSL's and SLT as needed to support ongoing referrals and update risk assessments. The Lead DSL will take the lead on all current child protection and safeguarding issues via phone or video conferencing as required.

Supporting Vulnerable Children

Teachers, SEND Leader and DSL's will make calls to all vulnerable families on a regular basis, speaking to both parents and children to ensure they are safe and well. The SOSWB is completed over the phone with all pupils and parents. The DSL records all answers on the SOSWB sheet and uploads to CPOMS. If there are any concerns arising from any conversations, these are recorded on CPOMS and shared with the lead DSL and the child's normal social worker or the duty social worker if they are not available.

DSLs keep in regular contact with social workers via email and phone calls.

Video calls, visual checks and home visits are made by social workers for pupils who are on a CiN or CP plan.

Vulnerable families have their social worker/family support worker numbers should they need to gain further support.

If at any point the school's DSLs become concerned about the welfare of a vulnerable pupil and are unhappy with a social worker's response then the team manager will be contacted under KCSiE.

Safeguarding all Pupils

A known adult will make contact with every parent/carer on a regular basis. Contact is logged, alongside children's access to home learning. Any safeguarding concerns are on CPOMs and the staff member will contact a DSL. The usual safeguarding procedures regarding threshold and actions are then implemented (over the phone where necessary). This includes contacting a CPSLO for advice if necessary. In addition, all staff have access to DSL mobile phone numbers in the event of a child protection concern, the DSL is to be contacted immediately. If you have concerns about immediate risk of harm to a child, a referral should be made immediately to Children's Services: Safeguarding and Specialist Services on **0300 123 4043**.

Concerns about adults

If you have a concern about an adult working with children in school, then the usual whistleblowing policy applies. Staff should speak to their Headteacher about their concerns, or the nominated DSL on site or working remotely. If your safeguarding concern is about the Headteacher then the Chair of Governors should be contacted at mel.stone@leys.herts.sch.uk. If you cannot reach the Chair of Governors or are the Chair of Governors, then you should speak to the Local Authority Designated Officer (LADO).

DSLs should continue to use the LADO process when they have concerns, and / or concerns are reported. Referrals to LADO should be made on the LADO referral form and sent to:

LADO.Referral@hertfordshire.gov.uk.

If the LADO referral is out of office hours please ring **0300 1234043 or the police on 101**

Access to CPOMS

All staff have basic access to CPOMS remotely.

All DSLs have elevated access to CPOMS remotely. All safeguarding concerns are logged securely on a daily basis. CPOMS is only accessed on work laptops and is secured by password and second-factor access.

Key to Terminology

CiN – Child in Need

CP – Child Protection

CPOMS – Child Protection Online Maintenance System - A web-based electronic system for recording concerns

KCSiE – Keeping Children Safe in Education – Statutory Guidance relating to safeguarding in schools

DSL – Designated Safeguarding Lead

SOSWB – Signs of safety and well-being

DSLs to remain up to date with current information relating to safeguarding information and changes relating to COVID-19, including online training opportunities where available.

Contact with Vulnerable Pupils

It is important to maintain contact with all families/pupils who the school has defined as vulnerable (this includes CIN, CP & others where there have been recent concerns). The School's DSLs should produce a RAG rated list of all vulnerable children. The risk category will determine the minimum levels of contact which should be adhered to:

RISK CATEGORY	LEVEL OF NEED	FREQUENCY AND TYPE OF CONTACT
RED	<p>Most at risk of harm or neglect with the fewest protective factors.</p> <p>To include those with a child protection plan .</p>	Contact should be made by a <u>DSL</u> with other agencies and with the family as needed by telephone . Additional visits may be made by other professionals, e.g. social workers
AMBER	<p>Moderate risk of harm but with some protective factors.</p> <p>This would include those identified as a Child in Need (unless high risk identified by DSLs) and those with an allocated social worker.</p>	Contact should be made by a <u>DSL</u> with other agencies and with the family as needed by telephone .
GREEN	<p>Some concerns escalating or unmet needs.</p> <p>To include those who have been identified as red or amber but now need monitoring.</p>	<p>Contact should be made by a <u>nominated person</u> . This can be greater if the DSL feels it is appropriate.</p> <p>The contact should be made by telephone either by the DSL or another nominated member of staff, e.g. class teacher.</p>

All contact should be recorded on CPOMS – even if it is just updated notes stating no concerns!

DSLs should continue to act upon the information shared via CPOMS. This includes liaison with specialist services and social workers where concerns are raised.

Every DSL should ensure that they have access to an internet connected electronic device in the event that they were required to work remotely. If this is the case then appropriate procedures should be followed to ensure confidentiality of data and safeguarding of staff and children. This includes:

- Agreeing & arranging any home visits with another DSL to avoid the possibility of lone working.
- If using a personal telephone to make phone contact, withhold number so that this is not available to the parents/carers.
- Locking/logging out of electronic devices after use and ensuring that CPOMS information is secure at all times (e.g. not visible to others).

In cases of self-isolation, DSLs should take precautions to protect themselves from risk of infection. This includes liaising with a social worker or other professional involved who is visiting. In this case, the information from the professional who has visited should be shared and added to CPOMS.

In addition to the contact made proactively by the school the DSL **must**, at regular intervals, remind parents/carers of how they too can access services and report safeguarding concerns (even if out of hours). This includes sharing screen shots/weblinks via Facebook and Marvellous Me.

Where a school receives an Operation Encompass (domestic violence) notification, the in-box should be checked and appropriate action taken recorded on CPOMS. If the school closes completely then the LA will be informed and the notifications will be received on the first day returning to school.

All CPOMS logs should clearly indicate the following:

- The type of communication, e.g. in person, on the phone
- Details of parties involved, e.g. which staff visited
- Summary of conversation & any other points to note
- Any recommendations or signposting to services given to family
- Arising actions and next steps (or 'no further action' if just for monitoring)

EHCPs / Health Care Plans:

Where children have an EHCP or long-term or chronic health needs an individual risk assessment will be undertaken by the SENCo for that child's needs. If it is deemed that a pupil with an EHCP cannot safely remain at home, they will attend school. If the parent of the pupil refuses or the school is closed, this will be referred to the local authority to find an alternative setting as per DfE guidance - Coronavirus (COVID-19): guidance on vulnerable children and young people (2020):

'Many children and young people with EHC plans can safely remain at home. If a risk assessment shows that the needs of an individual with an EHC plan cannot be met at home, it is likely they will continue at their usual school or college, but there may be a need to attend a different setting, for instance due to insufficient staffing ratios which cannot be remedied by drawing on additional appropriately skilled staff.' (2020).

Regular contact should be made with specialist health teams via the SENCO. Any actions taken should be detailed on CPOMS as per normal safeguarding procedures.

Attendance

Children are not currently required to attend school. Therefore, all children will be coded as '#' unless directed otherwise. Leaders should check that this is adapted in line with any additional DfE guidance. Those children who are eligible to attend for emergency childcare will need to be marked as present for the sessions they attend on the DfE daily register (not on SIMS). If children are absent, on days the school is expecting them in, then contact should be made with the family to check they are safe and well. However, as long as they are accounted for no further action needs to be taken (as there is no requirement to attend). Vulnerable children, who have a social worker should be agreeing with their social worker whether it is necessary for them to attend education provision. The school will follow up any child where it is agreed that they will attend and they do not, alongside reporting this to the social worker. To support this, current contact details are to be collected on allocation of a place at the provision at The Leys School's provision to ensure accuracy with contact details previously provided or in the circumstance of alternative children attending.

In all circumstances where a pupil, with an allocated social worker, does not take up their place at the school's provision, the social worker should be informed. DSLs should also keep in regular (weekly and more often if necessary) contact with the allocated social worker.

During this period, no attendance ranking will be published and no sanctions will be processed (e.g. penalty notice or prosecutions). The priority is ensuring children are safe, well and accounted for.

The member of office staff should update the HT (Operations Manager) with the DfE register each day. These should also be supplied to the DfE daily as requested following their channels of communication.

Where there are concerns about the safeguarding or welfare of a child, regardless of whether or not they should be attending school, DSLs should follow their usual channels of communication to report these concerns.

Strategy Meetings/Communication with other Professionals

The school should, as much as is reasonably practical, continue to be involved in meetings related to the safeguarding and welfare of children in our care. However, before meeting in person, consideration should be given to strategies which minimise the risk of infection, e.g. submitting reports rather than attending, meeting via Microsoft Teams, conference calls or Zoom. In the event that a meeting has to take place, all members should wash their hands, avoid contact or sharing pens etc and the room should be organised so people can sit two metres apart.

Staff Training and Safeguarding Induction- including staff attending alternative settings

All existing staff will have had current safeguarding training and read all essential materials for safeguarding in line with KCSIE. DSLs must ensure that staff remain updated to any updates to safeguarding information, particularly local updates in relation to what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the school, they should continue to be provided with a safeguarding induction. An up to date child protection policy, alongside this annex, will support this process as will part 1 of KCSIE.

This should ideally happen before a child arrives and, where that is not possible as soon as reasonably possible. Any exchanges of information will ideally happen at leadership level, and for SEND needs between schools SENCOs. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

Safer Recruitment in School

The school's standard Safer Recruitment policy still applies in full.

Covid-19 Impact

The school recognises that the impact of the virus could be significant and vast for many of our families. This could include some of our vulnerable families facing financial hardship, demonstrating an increase in mental health issues or displaying increasing signs of stress or being unable to cope. DSLs and/or nominated staff should be aware of this and support families wherever they can. This may include signposting to other services, or refer to Early Help or other local organisations. The school family worker's details will also be regularly shared as a trusted adult for our vulnerable families.

If a DSL and/or nominated person believes that a child is at increased risk of harm due to the associated impact of Covid-19 then this should be discussed with the DSL (even where there were no previous significant concerns) so that appropriate action could be taken. This could include prioritising the risk via the weekly RAG review of vulnerable children and increasing the contact made with the child/family.

Mental Health

At the Leys we are acutely aware of the negative impact that current circumstances may have on our children and our families. To support this, staff are taking this into account when setting pupils' work and

we will not be setting work over the traditional Easter holidays, to allow children the natural break. Staff have set Easter activities for parents who wish for their children to take part in through Google Classrooms.

All staff are available for parents to contact through admin@leys.herts.sch.uk. Staff are working remotely and will aim to get back to parents within 24 hours. Regular feedback is also being given on pupils learning through Google Classrooms to support parents see the purpose in this and support routine, which is known to be good for mental health. Contact details can be found here:

<https://www.leys.herts.sch.uk/parents-mental-health.html>

The Leys has two mental health first aiders, who are both contactable:

- Alison Barr - Assistant Headteacher/SEND Leader
- Sally Clibbon - School Family Worker

A section of the website has also been developed to support with COVID-19 Home Learning.

Free School Meals

The school has worked with Herts Catering Ltd to provide daily snack bags for all children eligible for FSM. During these contact opportunities, whether via a collection point at school a member of staff was present to monitor. The school is now applying to use the National Voucher Scheme to provide weekly vouchers for all children eligible for FSM. These will be emailed to families who can then show these at Asda supermarket for food items. The voucher value is £15, every week.

Online Safety in School

It is more important than ever that a safe environment is provided at school. The school will continue to use the Hertfordshire Grid to ensure that appropriate filters and monitoring systems are in place when children are accessing online services.

Children and online safety away from school and college

All staff at The Leys Primary and Nursery School should consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's code of conduct are followed. This policy includes the school's acceptable use agreement, staff pupil relationships and communication including the use of social media. The policy applies equally to any existing or new online and distance learning arrangements which are introduced.

Staff should also ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting to parents/carers and back to staff, this should also signpost children to age appropriate practical support from the likes of:

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

Staff remain in regular contact with parents and carers. Those communications should 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 who (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, staff must emphasise the importance of securing online support from a reputable organisation/individuals who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and carers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

Staff who have any concerns regarding pupil's internet use should log this on CPOMs should report this to a DSL in the normal way.