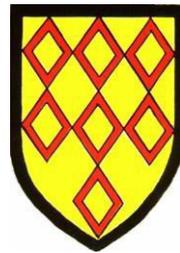




Nyewood CE Infant School

"SMILING, CARING AND LEARNING TOGETHER ON A JOURNEY WITH GOD"



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

School Name: Nyewood CE Infant School

Date adopted: 02/04/20

Date shared with staff: 03/04/20

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 Nyewood CE Infant 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	Kate Miller	01243823283	dsl@nyewoodinf.co.uk
Deputy Designated Safeguarding Lead	Anna Wells Mimi Adlam	01243823283	dsl@nyewoodinf.co.uk
Headteacher	Anna Wells	01243823283	head@nyewoodinf.co.uk
Chair of Governors	David Mobsby		
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

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;

During the school closure, except for in exceptional circumstances, the DSL or Deputy DSL will be on site at all times the school is open. The DSL or Deputy will be available to be contacted via phone or online video. In exceptional circumstances, if neither the DSL or deputies are available, the school has school-to-school contingency in place where the DSL at Nyewood CE Junior School would be called upon. If this were the case staff would be notified daily regarding contacts.

Nyewood CE Junior School has Designated Safeguarding Leads (DSL) and a Deputy DSLs.

The Designated Safeguarding Lead is: Liz Vaughan, Jon Williams

The Deputy Designated Safeguarding Lead is: Tom Spurle, Mindy Fowler

Contact details for these are;

Role	Name	Contact	Email
DSL	Jon Williams Liz Vaughan	01243 825871	dsl@nyewood-jun.w-sussex.sch.uk
Deputy DSL	Tom Spurle	01243 825871	dsl@nyewood-jun.w-sussex.sch.uk
Deputy DSL	Mindy Fowler	01243 825871	dsl@nyewood-jun.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
Kate Miller	Refresher 12.03.2020	Inclusion Lead
Anna Wells	Refresher 04.11.19	Head teacher
Mimi Adlam	Initial 10.07.18	Deputy Head teacher

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.

At Nyewood CE Infant School we will complete safeguarding training when:

New staff are recruited;

New volunteers are inducted;

During safeguarding induction;

If staff deployed from another education or children’s workforce setting to our school.

We will ensure:

Production of documents and suitability checks;

Providing staff with key information, policy and procedures.

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.

Nyewood CE Infant 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

Nyewood CE Infant School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

Nyewood CE Infant School Safeguarding and Child Protection Policy

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.

Nyewood CE Infant 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:

Kate Miller, Inclusion Manager

Nyewood CE Infant 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 Nyewood CE Infant School will fully adhere to these practices.

10. Continued Safeguarding Planning

Schools RAG Assessment for children with safeguarding concerns.

Nyewood CE Infant 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.

Nyewood CE Infant 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

Nyewood CE Infant School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Nyewood CE Infant 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.

Nyewood CE Infant School will continue to review the safety of opening the school in relation to staff absence and will follow LA and school procedures in the event of school closure.

12. Supporting children not in school

Nyewood CE Infant 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 in line with DfE COVID-19 guidance and local practices Nyewood CE Infant School will:

- Complete an identification of need for vulnerable pupils;
- Engage and liaise with lead partners;
- Complete dynamic risk assessments;
- Communicate plans with relevant parties;
- Record actions taken;
- Keep the child at the center of all decisions and actions.

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.

Nyewood CE Infant School will complete the DfE daily attendance reporting online. Additionally the school will send this information alongside the attendance spreadsheet to the Local Authority in line with local procedures .

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Nyewood CE Infant 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.

At Nyewood CE Infant School:

- All staff are aware of what to do and to whom to report in case of concerns;
- Training and resources will continue to be in place in line with the school policy;
- Staff working remotely who are not able to access in school systems are able to email or call the DSL;
- Staff are reminded of the need to report any concern immediately and without delay;
- The process for referring concerns remains the same however staff may complete this remotely instead of in person;
- Staff know that they should report concerns around the Headteacher in the usual manner identified in the 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

Nyewood CE Infant School will adhere to the following substantive policies;

Policy
Staff Behaviour / Code of Conduct
Confidential Reporting
Safer Recruitment

Unexplained Absence / poor attendance
Anti-bullying
E-safety
Equality / Anti-discrimination
Use of physical intervention
Meeting the needs of pupils with medical conditions – including intimate care (Statutory Guidance 2015)
Providing First Aid
Drug and substance misuse (DfE guidance 2012)
Educational / Offsite / Residential
Behaviour Management
Health & Safety
Extended Schools Activities
Work Placements (DfE post 16 work experience guidance 2015)
Use of Photography
School Site Security
School Lockdown
Complaints
Curriculum –PSHE education and Citizenship education , Relationships and Sex Education From 2020 RSHE / WSX Education for Safeguarding
School Lettings Policy
Use of Visitors
Accessibility Policy
Allegations of Abuse Against Staff
Behaviour Handbook for Parents
Child Looked After
Data Protection Policy and Procedures
Exclusion Policy
Induction Policy and Checklist
SEN Policy

SMSC

Staff Handbook

Supply Teacher Guidance

At Nyewood CE Infant School we will:

- Assess the suitability and safety of staff using pre-recorded, streamed sessions, webinars and platforms;
- Consider accessibility for families to levels of technology and have ensured that this is not a barrier to groups of children's learning by providing hard copies of home learning packs;
- Ensure the health and wellbeing of pupils accessing IT or online based learning is considered when planning learning;
- Considered the impact on the health and wellbeing of the staff members and put in place an offer of support for well-being;
- Identified ways of supporting and signposting parents through daily blogs as well as courtesy phone calls from staff in school.

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>