

Kingsbury Green Primary School

# SAFEGUARDING

# POLICY

## ADDENDUM FOR SCHOOL LOCKDOWN

DATE: 23<sup>rd</sup> March 2020

This policy is in line with DFE guidance <https://www.gov.uk/government/publications/coronavirus-covid-19guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerablechildren-and-young-people>



EMPATHY AGILITY HARDWORK

## 1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response where parents cannot find a safe alternative and for children who are vulnerable who are described as having a social worker or in receipt of an Education, Health and Care Plan (EHCP).

This is an addendum to the Kingsbury Green Primary School Safeguarding, and Child Protection policy.

## 2. Key contacts

Role	Name	Phone Number	Email
DSL and Head teacher	Reena Shah	020 8204 6423	<a href="mailto:Safeguarding@kgreen.brent.sch.uk">Safeguarding@kgreen.brent.sch.uk</a>
Deputy DSL and Senior Pastoral Officer (SSPO)	Eileen Dunne	07949261681	<a href="mailto:Safeguarding@kgreen.brent.sch.uk">Safeguarding@kgreen.brent.sch.uk</a>
Deputy DSL and Deputy Head Teacher	Jo McDermott	020 8204 6423	<a href="mailto:Office1@kgreen.brent.sch.uk">Office1@kgreen.brent.sch.uk</a>
Deputy DSL and Assistant Head teacher	Kareena Bathija	020 8204 6423	<a href="mailto:Office1@kgreen.brent.sch.uk">Office1@kgreen.brent.sch.uk</a>
Chair of governors	Olivia Allison	020 8204 6423	<a href="mailto:Office1@kgreen.brent.sch.uk">Office1@kgreen.brent.sch.uk</a>
Safeguarding governor	Sharon Archer	020 8204 6423	<a href="mailto:Office1@kgreen.brent.sch.uk">Office1@kgreen.brent.sch.uk</a>

## 3. 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 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.

Those with an EHC plan, where the parent seeks a school place, the SENDCOs with the DSL will carry out a risk-assessment in consultation with the parents and the Local Authority. For some children and young people with EHC plans it may be safer remain at home. The SENDCOs, with the parents, will also carry out a risk assessment for children who will be accessing learning from home. The risk assessments will be reviewed weekly.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

The Senior Leaders and the pastoral team 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.

Kingsbury Green Primary School 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's Virtual School Head teacher (VSH) for looked-after and previously looked-after children. The lead persons for this will be: Chris Bonner (SENDCO) and Eileen Dunne (SSPO).

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 considered vulnerable, the social worker and the school will explore the reasons for this directly with the parent. We as a school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, Early Support worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding the child.

Where parents are concerned about the risk of the child contracting COVID19, the school and the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Staff at Kingsbury Green Primary School will encourage our vulnerable children and young people to attend school, including remotely if needed.

#### **4. 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.

It is expected that any children with a child protection plan will attend school. The school and social workers will agree with parents/carers whether children in need (CiN) should be attending school – the Designated Safeguarding Leads will then follow up on any pupil that they were expecting to attend, who does not. DSLs will also follow up with any parent or carer who has arranged care for their child(ren) and if the child(ren) subsequently do not attend.

This will be via a telephone conversation.

To support the above the school will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Kingsbury Green Primary School will notify their social worker.

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

The attendance data for CP/ CIN and CLA will also be shared with the Local Authority on a weekly basis.

#### **5. Designated Safeguarding Leads**

A member of the DSL team will always be available during school hours. The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to vulnerable children or to information in order to carry out statutory assessments at the school.

It is important that all our 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 done remotely

## **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report to the DSL in person or via email. If reporting via email, they should expect a reply to ensure that their concern has been received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the head teacher immediately. The head teacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Brent's Local Authority Designated Officer (LADO), as detailed in our main policy.

If there is a requirement to make a notification to the head teacher whilst away from school, this should be done verbally and followed up with an email to the head teacher.

Concerns around the Head teacher should be directed to the Chair of Governors: Olivia Allison on: [Office1@kgreen.brent.sch.uk](mailto:Office1@kgreen.brent.sch.uk)

or through the clerk to the governing board Simon Topping on: [stopping3.304@lgflmail.org](mailto:stopping3.304@lgflmail.org)

## **7. Safeguarding Training and induction**

All DSLs and Deputy DSLs have completed the Level 3 Safeguarding training in December 2019.

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

All staff have completed the National On-line Safety training: *Annual On- Safety Training Course for Teachers, School Staff and Governors (2019-2020)*

Where new staff are recruited, or new volunteers enter our School, 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 the Kingsbury Green Child Protection Leaflet which includes information about DSLs and how to make contact.

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

In response to COVID-19, 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.

Where our School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Kingsbury Green Primary School 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, in line with advice from the LADO where appropriate.

Kingsbury Green Primary School 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/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Kingsbury Green Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in schools**

Kingsbury Green Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

## **10. 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 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.

Kingsbury Green Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Kingsbury Green is not delivering live lessons However below is some guidance for remote live teaching.

When delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided and agreed by Kingsbury Green Primary School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

All staff will be reminded of the following policies:

- Staff code of conduct
- Acceptable Use Policy
- Social media guidance

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

Kingsbury Green Primary School 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 should ensure that a robust communication plan is in place for that child or young person.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The DSL team and the pastoral team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages through the weekly newsletter on its website and twitter feed.

Kingsbury Green Primary School 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/ leaders will make telephone contact with all families every 3 weeks and some families weekly. Any concerns will be followed up by a DSL or DDSL.

## **12. Supporting children in school**

We 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.

Kingsbury Green Primary School will continue to be a safe space for all children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Kingsbury Green Primary 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 COVID19.

## **13. Peer on Peer Abuse**

Kingsbury Green Primary School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

**All staff will be sent this additional policy to read and to sign to say they have read and understood the content. If staff are working from home they will be asked to acknowledge that they have received and understood the document.**