



Connaught Junior School safeguarding and child protection policy  
Annex 6 – COVID-19 school closure arrangements for safeguarding  
31<sup>st</sup> March 2020

From 20<sup>th</sup> March 2020, parents were asked to keep their children at home, and schools were requested to offer childcare only for those children who are vulnerable, and for those who are offspring of critical workers who cannot otherwise be safely cared for at home. For the purposes of this policy, ‘vulnerable’ was defined by DfE as:

*those children who have a social worker, including children who have a child protection plan and those who are looked after by the local authority; it can also include those who have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989  
those children and young people up to the age of 25 with education, health and care (EHC) plans*

**Key contacts in the order of reporting concern:**

Role	Name	Email
Designated Safeguarding Lead (DSL)	Katherine Saunders	<a href="mailto:dsl@cjs.tamat.org.uk">dsl@cjs.tamat.org.uk</a>
Headteacher if not DSL or DDSL	Siobhan McGann	<a href="mailto:head@cjs.tamat.org.uk">head@cjs.tamat.org.uk</a>
Deputy Designated safeguarding lead (DDSL)	Emily Littlewood and Siobhan McGann	<a href="mailto:inclusion@cjs.tamat.org.uk">inclusion@cjs.tamat.org.uk</a>
Chair of governors/trustee	Dr R Dyerson	<a href="mailto:rdyerson@cjs.tamat.org.uk">rdyerson@cjs.tamat.org.uk</a>
Safeguarding governor/trustee	Mrs F Torley	<a href="mailto:ftorley@cjs.tamat.org.uk">ftorley@cjs.tamat.org.uk</a>

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 increased 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 Headteacher and Designated Safeguarding Lead (DSL) will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, these will be discussed with the parent/carer following the advice set out by Public Health England.

Pupils 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 or college 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 and young people with EHC plans can safely remain at home.

It is recognised that many children are considered to be vulnerable for reasons that are not included in the criteria above, for whom we will also put in place additional support, as detailed below. The DfE has given schools the flexibility to offer a place to those on the edge of receiving children’s social care support, which will be discussed and agreed with parents as required.

**Designated Safeguarding Lead arrangements**

The Designated Safeguarding Lead for Connaught Junior School Academy is Katherine Saunders



The Deputy Designated Safeguarding Lead/s for Connaught Junior School Academy is/are Siobhan McGann and Emily Littlewood.

Throughout the period of partial school closure, a minimum of one person from the above list of staff will be designated to be responsible for safeguarding of pupils from our school. They will be available and on call either face to face or remotely as per the rota put in place by the school's leaders. Staff working in the childcare provision will be informed at the start of each day of the named designated safeguarding person responsible for that day, and their contact details (phone and email) will be shared, as required. If there is a hub school used, the schools will inform the Hub school of the children's needs, safeguarding concerns, DSL numbers and DSL names.

In the event that DSL training expires for any of the above named staff members, the Trust safeguarding team will signpost an online DSL training course that can be used in lieu of face to face training during this period. The DSL and Deputy DSLs will continue to liaise closely with the Local Authority, Social Work teams and the Virtual School, as applicable, to support vulnerable pupils. Any professionals' meetings, i.e. core groups, child protection conferences, will be attended remotely where the facility from the Local Authority and school allows; in the event that this is not possible, a written report will be submitted. Where a vulnerable child who has a Social Worker does not attend childcare provision, the child's Social Worker will be informed. Refer to [guidance Changes to Child Protection Conferences](#)

### **Supporting pupils in school**

We are committed to ensuring the safety and wellbeing of all of our pupils. We will continue to be a safe space for all children to attend and flourish. Senior Leaders will ensure that appropriate staff are on site throughout the operation of childcare provision, and that staff to pupil ratio numbers are appropriate to the number, age and understanding of the pupils who are attending, in order to maximise safety. This includes staff designated to undertake First Aid, and those supporting pupils with EHC plans.

To promote good physical health, we 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. We also recognise that the current circumstances may affect a child's mental health. We will be alert to any changes in a pupil's behaviour, presentation and mood, and will support them, in collaboration with their parents, to manage any worries or anxieties that they may have.

Where a pupil is expected to attend childcare provision and does not do so, the usual absence procedures will be followed by school to ascertain their whereabouts, in line with the attendance policy. Parents are requested to inform the school as soon as possible if their child is not attending childcare provision on a day that had been previously agreed. The register will be taken, the SLT member will inform the Office Manager of the absences and follow up phone calls will be made. From this point, we will follow our attendance policy.

### **Safeguarding pupils who are not in school**

To support and safeguard pupils known to be vulnerable whilst they are not attending school or childcare provision, the following procedures have been put in place, as a minimum:

- DSL team to review all pupils on vulnerable pupil list and identify those for whom school closure and a lack of contact with school staff would pose most risk, allocating each child to a member of the DSL

team. The staff will log when a child is spoken to / or parent is spoken to and the DSL will add the information to the vulnerable index so we can record when the families are being spoken to.

- Ensure pupil contact details are up to date and are remotely accessible by all DSLs
- Ensure all DSLs have remote access to email and CPOMS
- Issue letter/communication to parent and any allocated workers of each pupil at risk to explain DSL contact taking place during school closure
- Make phone contact with each pupil at risk 2x per week to check safety and wellbeing; where possible, speaking to the child not just the parent
- Record a summary of conversation on CPOMS
- DSLs to monitor CPOMS daily, and respond as required in line with main safeguarding policy and Local Authority thresholds

These procedures will continue throughout the period of childcare provision, including times designated as school holidays. During school holidays, communication to parents and pupils and record keeping will be undertaken by the DSL who is 'on call' for the school on the given day as detailed above, to allow adequate opportunity for other members of the DSL team to have time off of work.

Where contact with vulnerable pupils not attending childcare provision has been difficult to achieve or maintain, every effort will be made to safely contact parents through all available means of school communication, i.e. phone, text, email. Staff are requested to not make home visits due to the risk of infection. If a home visit is required, the Headteacher will direct accordingly and NO MEMBER OF STAFF should go into any parent's house. If there are concerns about the welfare of a pupil where contact has not been established, we will follow our Local Authority Social Care referral processes.

We recognise that school is a protective factor for our pupils, and that the current circumstances surrounding restriction of movement may affect the mental health of all of our pupils and their parents/carers. All staff will be aware of this in setting expectations of pupils' work to be completed at home, and in any other communications with parents and pupils. Any concerns for either parents or pupils related to mental health will be recorded as per the guidance above and below.

These procedures will be reviewed by the DSL and Deputy DSLs regularly, and no less than weekly. Any substantial changes to processes will be updated in the monthly policy.

### **Reporting a concern**

If staff have a safeguarding concern about a child, they should follow the usual process as per the main safeguarding and child protection policy. Record any concerns on CPOMS straight away rather than leaving it until the end of the day, this includes making a report via C-SPA. Staff are reminded of the need to report any concern immediately and without delay.

Staff should try to make contact with the vulnerable children earlier on in the day as if there are any concerns raised, the DSL team have time to act appropriately. In the event that staff do not have access to the necessary device or systems for recording their concern, they must contact the named person responsible for safeguarding on the day in question via phone in order to make a verbal report. Staff are reminded of the need to report any concern immediately and without delay; where a concern is urgent and high risk, a verbal report must be made first, either in person or via phone, and followed up in writing as soon as possible thereafter. CPOMS will be monitored by the DSL team regularly, no less than daily, and actions will be completed and recorded in line with the main safeguarding policy and Local Authority thresholds.



We recognise that incidents of peer on peer abuse may still occur whilst childcare provision is in operation. In such an event, guidance contained within Part 5 of Keeping Children Safe in Education (2019) and from the main safeguarding and child protection policy will be followed, and staff will report this in line with the school's reporting procedures, as outlined above. Connaught Junior School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. 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.

Where staff are concerned about an adult working with children in the school, the guidance contained within Part 4 of Keeping Children Safe in Education (2019) and in our main safeguarding and child protection policy still applies. Any concern of this nature must be reported directly to the Headteacher; if he/she is away from school, this should be done verbally via phone and followed up in writing as per the Headteacher's direction. If the concern relates to the Headteacher, this should be reported to the school's Chair of Governors, [rdyerson@cjs.tamat.org.uk](mailto:rdyerson@cjs.tamat.org.uk).

Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO on 0300 1231650 option 3 LADO Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) immediately and before taking any action or investigation. Following consultation and advise from the LADO inform the parents of the allegation unless there is a good reason not to.

In liaison the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2019) and the SSCP procedures.

All staff at Connaught Junior School will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

### **Online safety**

We will continue to provide a safe environment for pupils, which includes any activities undertaken online. Our online filtering system restricts access to unsuitable material. When electronic devices are in use by pupils in the school building, this will take place under appropriate supervision from adults, in line with our Acceptable Use Agreements/ICT policy/online safety policy.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. When staff are communicating with children – it should always be through the parent's email address and not any child's email address. Any such concerns will be dealt with as per the main safeguarding and child protection policy, and where appropriate referrals will be made in line with Local Authority thresholds. Staff must only use approved methods or platforms to communicate with parents and pupils, and a record of all interactions must be kept, with a record of the date, time, length and purpose/nature of the interaction. Where this communication was on the phone, the record is expected to be created in line with the school's processes for recording parental phone calls (updating either CPOMs for a vulnerable child or on our phone log); in the event of an email communication, a retained copy of the email within the sender's email account is



sufficient. If any communication with parents or pupils relates to or indicates a safeguarding concern, the usual safeguarding reporting procedures, as outlined above, must be followed.

Advice for parents regarding keeping their child safe online while at home has been shared via letter/parent mail/social media, which will be regularly updated to ensure it remains high profile for our parents.

### **Staff and volunteer recruitment**

It remains essential that people who are unsuitable to work with children are not allowed to enter the children's workforce or gain access to children. Recruitment of staff and volunteers in our school is expected to remain at a minimum during this period; however, where recruitment is required and necessary, we will continue to follow the requirements set out within Part 3 of Keeping Children Safe in Education (2019) and our recruitment policy. Under no circumstances will a member of staff or volunteer upon whom the appropriate checks have not been completed be left to work unsupervised with a child or children. 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.

### **Safeguarding induction and training**

All current staff have received safeguarding induction and safeguarding training in line with Keeping Children Safe in Education (2019) and our main safeguarding policy. Where new staff start work with us during the period of partial school closure, they will be provided with, as a minimum, the main safeguarding and child protection policy, a copy of this annex, and Part One and Annex A of Keeping Children Safe in Education (2019) In addition, they will be provided with an induction session arranged by the DSL. If any new members of staff start working or interview take place, this will be through Zoom or something equivalent and the DSL and Headteacher will follow the safer recruitment guidelines and Keeping children safe in education.

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, Connaught Junior 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).

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.

Connaught Junior 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.

Connaught Junior 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, Connaught Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

### **Hub arrangements**

The principle of a 'school hub' which will be used during the Easter holidays, would see a group of schools who are part of TAMAT with a named school being allocated to house the provision of childcare for 'local children'. This would involve two or more schools working together to provide one childcare facility on one school site, thus reducing the immense demand on individual schools but still enabling the provision of a childcare facility within the local community. This may take place between schools from within TAMAT, or it may involve joining with schools from outside of the Trust. In either case, the following principles, in addition to those already outlined in this annex, apply:

- Each school within the hub will name a DSL or Deputy DSL from the home school to be responsible for safeguarding of their pupils on each day, which will be communicated with all staff at the beginning of each day.
- Staff working at the hub will be given the on duty DSL information who will be available from each school so if a member of staff has any concerns regarding a child, they can call their DSL who has background information on the child and family.
- The responsible DSL from each school will monitor their safeguarding system CPOMS regularly, no less than daily
- **Headteachers of staff attending the hub will confirm in writing that their staff have full safer recruitment checks completed; this may be achieved by sharing safer recruitment policies and receiving written confirmation that staff have had all required checks (non TAMAT schools) or by sharing relevant information from the school's SCR (TAMAT schools)**
- Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if a Surrey school), confirmation of local processes and confirmation of DSL arrangements.
- If applicable as there is a staff coming to a hub school who does not normally work at that school, the staff attending at the hub will show school-based photo ID on arrival, which will be cross referenced with the staff rota
- A daily register will be completed and the home school will be informed of their children's attendance and follow up any attendance concerns following our policy.
- Social workers will be informed of children attending the hub by their own school

### **Surrey's Guidance**

Home Schools and Hub School DSL Safeguarding Responsibilities

(N.B Home School: School which pupil normally attends. Hub School: School which is physically open and children from other schools are attending.)



The Home School maintains responsibility for safeguarding children on roll.

The Home School must ensure that the hub school has the contact details for their DSL. Each Home School DSL should have the contact details of the hub school DSL.

Where there is a need to make a Request for Support to children's social care or to contact an allocated social worker, the home school DSL retains responsibility for these tasks with support from the hub school.

It is important for the Home School to provide any relevant safeguarding information relating to individual pupils to the Hub School DSL and other staff on a need to know basis.

What information does the Hub School need to provide to the Home School?

*The Hub School must provide a daily record of attendance to the home school.*

What information does the Home School have to provide to the Hub School?

*Confirmation from the home school headteacher listing the staff that will be deployed and confirming that the relevant safer recruitment processes and checks have been carried out (DBS etc).*

Operation Encompass Notifications from the police received by a DSL of a Home School about a child(ren) attending a Hub School need to be shared with the Hub School DSL.

### **Local Authority arrangements**

This information was the most recent we received from Surrey.

There is now a gov.uk webpage with all published information for schools:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>.

Surrey are hosting a Surrey County Council webpage for you to access FAQs, links, resources and recent correspondence with all schools. All resources attached to this email will be available via this route shortly.

### **Identification of Critical Worker Children**

Children with at least one parent/carer who is critical to the COVID-19 response can go to school if required. However, many parents working in these critical sectors will be able to ensure their child is kept at home. Every child who can be safely cared for at home should be, to limit the chance of the virus spreading. When making alternative arrangements, parents are advised that they should not rely on childcare from those who are advised to be in the [stringent social distancing category](#) such as grandparents, or friends or family members with underlying conditions.

### **Supporting children in school**

Connaught Junior School is committed to ensuring the safety and wellbeing of all its students.

Connaught Junior School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.



Connaught Junior 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.

Connaught Junior School 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.

#### **School children's medication kept at school**

The Clinical Commissioning Groups have requested that schools ensure that any children who have medicines named for them, that are stored in school, are returned to parents to ensure they have adequate supply of their child's medication if they are not accessing school to reduce requests to GP practices for further supply.

There is guidance regarding Home Visits and Lone Working which may assist your planning of processes and procedures to ensure staff are kept as safe as possible on the Surrey website.

#### **Safeguarding support**

Connaught's safeguarding team will provide remote support to staff and school leaders to enable safeguarding to operate effectively. This may involve secure remote access to files and record keeping for the purposes of quality assurance, guidance and direction. Weekly safeguarding meetings with the DSL team will also take place.

#### **Review**

This annex will be reviewed by TAMAT Heads and the Designated Safeguarding Lead, on the first of each month throughout the period of partial school closure, or more frequently if updates from the DfE require. This will include any information received from Surrey Local Authority safeguarding children partnership, Social Care, Virtual School, and the Designated Officer.