



# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Banstead Infant School**

**School:** Banstead Infant School  
**Policy owner:** GLF and Headteacher  
**Date:** 09.06.20  
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## 1. Context

**IT IS CRITICAL THAT THROUGHOUT THIS POLICY THE SCHOOL FOCUSES ON THE NEED TO LIMIT THE SPREAD OF THE CORONAVIRUS AND CONTINUE TO FOLLOW PUBLIC HEALTH ENGLAND’S GUIDANCE ON SOCIAL DISTANCING.**

From 20<sup>th</sup> 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 - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Banstead Infant School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts:

Role	Name	Contact number	Email
DSL	Andrew Burbidge Natasha Mayor	01737 354816 01737 354816	<a href="mailto:head@bansteadinfant.co.uk">head@bansteadinfant.co.uk</a> <a href="mailto:natashamayor@bansteadinfant.co.uk">natashamayor@bansteadinfant.co.uk</a>
DDSL	Ann Henwood Ruth Tunnell Sarah Clowes-Pritchard	01737 354816 01737 354816 01737 354816	<a href="mailto:annhenwood@bansteadinfant.co.uk">annhenwood@bansteadinfant.co.uk</a> <a href="mailto:ruthtunnell@bansteadinfant.co.uk">ruthtunnell@bansteadinfant.co.uk</a> <a href="mailto:sarahcp@bansteadinfant.co.uk">sarahcp@bansteadinfant.co.uk</a>
Headteacher	Andrew Burbidge	01737 354816	<a href="mailto:head@bansteadinfant.co.uk">head@bansteadinfant.co.uk</a>
Chair of SSB	Joan Hornsby	01737 371809	<a href="mailto:chair@bansteadinfant.co.uk">chair@bansteadinfant.co.uk</a>
MAT DSL	Fiona Jarman		f.jarman@gfsschools.org
Safeguarding Trustee	Martin Burke		m.burke@gfsschools.org
Safeguarding email (if applicable)	<a href="mailto:dsl@bansteadinfant.co.uk">dsl@bansteadinfant.co.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 and care (EHC) plans. Banstead Infant School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Those who have a social worker include children who have a Child Protection Plan, a Child in Need 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 and young people 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 Lead (and deputies) 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 while abiding by PHE's principles of social distancing to limit the spread of the coronavirus.

Banstead Infant 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 virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: name

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 Banstead Infant School will explore the reasons for this directly with the parent and arrange how regular remote contact will be achieved.

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

### **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.

Banstead Infant School and social workers will agree with parents/carers whether children in need should be attending school – Banstead Infant School will then follow up on any pupil that they were expecting to attend, who does not. Banstead Infant School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Banstead Infant School will, when communicating with parents/carers and 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, Banstead Infant School will notify their social worker.

## **Designated Safeguarding Lead**

Banstead Infant school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Leaders are: **Andrew Burbidge and Natasha Mayor**

The Deputy Designated Safeguarding Leaders are: **Ann Henwood, Ruth Tunnell and Sarah Clowes-Pritchard**

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.

Members of staff onsite need to know how to access the school's safeguarding reporting system and how to liaise with the offsite DSL (or deputy). Occasionally onsite staff may also need to liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all Banstead Infant School staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who the 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.

## **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 via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is 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 must report the concern 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. GLF Schools's People Director and the LADO will continue to offer support in the process of managing allegations.

Concerns around the Headteacher should be directed to the Chair of SSB: NAME.

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

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

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

For movement within the Trust, schools should seek assurance from GLF's People Department that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Staff working at home can be asked to complete Educare modules and other training relevant to their roles.

## **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, Banstead 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).

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 Banstead Infant 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.

Banstead Infant 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.

Banstead Infant 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, Banstead Infant School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Online safety in schools.**

Banstead Infant 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.

## **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.

Online teaching should follow the same principles as set out in the MAT code of conduct.

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

Below are some things to consider when delivering learning, 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.
- Language must be professional and appropriate.
- Staff must only use platforms recommended by GLF Schools to communicate with pupils

## **Supporting children not in school**

Banstead Infant School is committed to ensuring the safety and wellbeing of all its Children and Young people. 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, and in very exceptional cases agreed by the headteacher, door-step visits. Other individualised contact methods should be considered and recorded. The communication plans must take GLF home working guidance into account

Banstead Infant School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan should 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 on its website and social media pages.

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

### **Supporting children in school**

Banstead Infant School is committed to ensuring the safety and wellbeing of all its students. It 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.

Banstead Infant 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.

Banstead Infant School will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS or the schools tracking system.

Where Banstead Infant School has concerns about the impact of staff absence (such as our Designated Safeguarding Lead or first aiders) the school will discuss them immediately with their Education Partner.

## **Peer on Peer Abuse**

Banstead Infant School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. If a report of peer on peer abuse is received, they will follow the principles as set out in part 5 of KCSIE and of those outlined within 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 on CPOMS or the schools tracking system and appropriate referrals made.

## **Use of mobile phones**

### Contact with vulnerable families

Ideally only school phones should be used to contact vulnerable families however where this is not possible the following guidance must be followed when using a personal mobile device:

- Use it for telephone calls only – do not use text messages, WhatsApp or any other app to maintain contact unless this had been agreed as a formal means of contact in relation to safeguarding concerns.
- Be particularly mindful of the physical security of the device – do not leave it unattended or vulnerable to theft.
- When making calls, ensure that you are only using contact details which have been provided to us formally.
- Ensure that you dial '141' before making any calls in order to withhold the identity of your own personal number.
- Do not leave messages for people to call you back – try again if the call is important.
- Ensure that there is a log of the call, most usually a note that you make after the call; if necessary, ensure that your note points are also agreed by the other party afterwards as a true record of the call.

### Emergency use of mobile phones when supervising bubbles

Ideally only school phones should be used within a school setting, however where staffing is spread more thinly across small bubbles of children, there may be occasions where a sole member of staff supervising a group of children needs to call for emergency support without leaving the group unsupervised.

In such an emergency situation, the following guidance must be followed when using a personal mobile device:

- The device must be stored away from public view, being particularly mindful of the physical security of the device
- The device may only be used to make emergency calls to seek support from other members of the school team on site
- All calls made during lesson time must be recorded on a log and this log must be signed by the Headteacher

### **Support from the Multi-Academy Trust**

GLF Schools' Strategic Safeguarding Team (SST) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes online safety, safer recruitment and signposting for mental health and charity support.

The MAT DSL or member of the SST will also provide regular DSL networking sessions and offer additional supervision sessions if requested by the DSLs. These will take the form of an online meeting.