



COVID-19 school closure arrangements  
for  
Safeguarding and Child Protection at  
Bramley C of E Infant and Nursery School

Policy owner: Shona Taylor Head Teacher  
Date: 30/3/2020  
Date shared with staff: 31/3/2020

## **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 - 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 Bramley C of E Infant and Nursery 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 /Role	Contact number	Email
Designated Safeguarding Lead	Shona Taylor Head Teacher	01483 892346	head@bramley.surrey.sch.uk
Deputy Designated Safeguarding Lead	Diane Freeman Assistant Head Teacher	01483 892346	diane.freeman@bramley.surrey.sch.uk
Deputy Designated Safeguarding Lead	Karyn Mounsey Class teacher	01483 892346	karyn.mounsey@bramley.surrey.sch.uk
CSPA	Surrey single point of access for children's services	0300 470 9100	
Chair of Governors	Stephen Darvill		Stephen.darvill@bramley.surrey.sch.uk
Safeguarding Governor	Anne Teideman		Anne.teideman@bramley.surrey.sch.uk

## 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 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.

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.

Bramley C of E Infant and Nursery 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: Shona Taylor

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 Bramley C of E Infant and Nursery School will explore the reasons for this directly with the parent.

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

Bramley C of E Infant and Nursery School will encourage our vulnerable children to attend a school when agreed with other professionals that this is in the child's best interests.

### **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.

Bramley C of E Infant and Nursery School and social workers will agree with parents/carers whether children in **need should** be attending school – Bramley C of E

Infant and Nursery School will then follow up on any pupil that they were expecting to attend, who does not. Bramley C of E Infant and Nursery 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, Bramley C of E Infant and Nursery 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, Bramley C of E Infant and Nursery School will notify their social worker.

Bramley C of E Infant and Nursery School will record attendance daily and report attendance as requested by DfE.

### **Designated Safeguarding Lead**

Bramley C of E Infant and Nursery School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Shona Taylor

The Deputy Designated Safeguarding Leads are: Diane Freeman and Karyn Mounsey

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 qualified teacher will assume responsibility for co-ordinating safeguarding on site.

This will then involve them contacting the DSL or DDSL who will take responsibility for leading the response and will direct the teacher on site as appropriate.

It is important that all Bramley C of E Infant and Nursery School staff and volunteers have access to a trained DSL (or deputy). All staff have the contact number for the lead and deputy DSL, these can also be accessed via the school office.

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 completing a safeguarding yellow form on site or by calling a DSL who will ask the staff member to record the concern on paper or via email. If recording via email, then child's names should only appear as initials.

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 use a green form to report the concern to the Head Teacher. If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally via phone and followed up with an email to the Head Teacher.

Concerns around the Head Teacher's conduct should be directed to the Chair of Governors: Stephen Darvill

All concerns around staff conduct will be referred to the LADO as per the safeguarding policy.

## **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.

Where new staff are recruited, or new volunteers enter Bramley C of E Infant and Nursery 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 receiving setting's child protection policy, this addendum, confirmation of local processes and confirmation of DSL arrangements.

### **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, Bramley C of E Infant and Nursery 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 Bramley C of E Infant and Nursery 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.

Bramley C of E Infant and Nursery 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.

Bramley C of E Infant and Nursery 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, Bramley C of E Infant and Nursery 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 and colleges**

Bramley C of E Infant and Nursery 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 and college**

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 Safeguarding 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 school code of conduct.

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

### **Supporting children not in school**

Bramley C of E Infant and Nursery 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.

Details of this plan must be in the COVID-19 folder kept in Head Teacher's office.

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



Bramley C of E Infant and Nursery School and its DSL 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 on its website.

Bramley C of E Infant and Nursery 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 at Bramley C of E Infant and Nursery School need to be aware of this in setting expectations of pupils' work where they are at home.

Bramley C of E Infant and Nursery 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.

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, the school will emphasise the importance of securing online support from a reputable organisation/individual 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

- [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

## **Mental health**

All children at this time are vulnerable to a negative impact on their mental health. The following arrangements have been put in place to support our children:

- Children of critical workers and vulnerable children on site will have access to support and guidance from staff.

· The families of vulnerable children at home will receive weekly contact from a named member of staff who will ensure that well-being is part of the weekly conversation. Where there are raised concerns about a child – contact with the child will be pursued on a weekly basis via a named member of staff including emotional coaching and HSLW

### **Supporting children in school**

Bramley C of E Infant and Nursery School is committed to ensuring the safety and wellbeing of all its pupils.

Bramley C of E Infant and Nursery 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.

Bramley C of E Infant and Nursery 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.

Where Bramley C of E Infant and Nursery School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the local authority.

### **Help and Support**

DfE. Coronavirus helpline

**Education Support Partnership Helpline:**

Telephone: 08000 562 561 (24/7)

Text: 07909 341229

Website: <https://www.educationsupport.org.uk/>

Lines are open Monday-Friday 8am-6pm and weekends 10am-4pm