# 

**ASHURST CE AIDED PRIMARY SCHOOL**

****

**COVID-19 PHASED RETURN TO SCHOOL**

**for**

**Safeguarding and Child Protection Policy annex**

**This policy is for use during the COVID-19 Phased Return to school only**

Date adopted: 29th May 2020

# 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 Ashurst CE Aided Primary 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.

Contents

[1. Context 2](#_Toc36562768)

[2. Key contacts 3](#_Toc36562769)

[3. Staff Resilience – School Safeguarding Team 3](#_Toc36562770)

[5. Safeguarding Training and Induction 5](#_Toc36562771)

[6. Safer recruitment/volunteers and movement of staff 5](#_Toc36562772)

[7. Disclosure and Barring 6](#_Toc36562773)

[8. Vulnerable children 6](#_Toc36562774)

[9. Children’s Social Care – RAG Assessment of Open Cases 7](#_Toc36562775)

[10. Continued Safeguarding Planning – 7](#_Toc36562776)

[11. Supporting children in school 7](#_Toc36562777)

[12. Supporting children not in school 7](#_Toc36562778)

[13. Attendance monitoring 8](#_Toc36562779)

[14. Reporting a concern 8](#_Toc36562780)

[15. Online safety in schools and colleges 8](#_Toc36562781)

[16. Children and online safety away from school and college 8](#_Toc36562782)

[17. Support from the Local Authority 9](#_Toc36562783)

# 2. Key contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact number** | **Email** |
| Designated Safeguarding  Lead | Mrs J A Williams | 01403 710426 | head@ashurstcofe-pri.w-sussex.sch.uk |
| Designated  Safeguarding Leads | Mrs A Hedley  Mrs Sarah Smith  Mrs Tina Clarke | 01403 710426 | [MHedley2@ashurstcofe-pri.w-sussex.sch.uk](mailto:MHedley2@ashurstcofe-pri.w-sussex.sch.uk)  [SSmith2@ashurstcofe-pri.w-sussex.sch.uk](mailto:SSmith2@ashurstcofe-pri.w-sussex.sch.uk)  [TClarke2@ashurstcofe-pri.w-sussex.sch.uk](mailto:TClarke2@ashurstcofe-pri.w-sussex.sch.uk) |
| Headteacher | Mrs J A Williams | 01403 710426 | head@ashurstcofe-pri.w-sussex.sch.uk |
| Chair of Governors | Mr R Allan | 07971281785 | RAllan2@ashurstcofe-pri.w-sussex.sch.uk |
| MASH WSCC |  | 01403 229900  (Out of Hours – 0330 222 6664) | [MASH@westsussex.gov.uk](mailto:MASH@westsussex.gov.uk)  Referral forms via; Adults - <https://www.westsussex.gov.uk/raiseaconcernaboutanadult>  Children’s - [www.westsussex.gov.uk/Raiseaconcernaboutachild](http://www.westsussex.gov.uk/Raiseaconcernaboutachild) |
| LADO |  | 0330 222 6450 (9am -5pm) | [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) |
| Safeguarding in education |  | 0330 222 4030 | [safeguarding.education@westsussex.gov.uk](mailto:safeguarding.education@westsussex.gov.uk) |

[**Additional**](mailto:eg.Rokeyfamilysupport@rokeby.com) **school contacts regarding safeguarding and CP during school partial closure;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact** | **Email** |
| N/A | N/A | N/A | N/A |
|  |  |  |  |
|  |  |  |  |

# 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](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;**

DSLs will be available on site daily. There are four trained DSL’s at APS, should any not be able to attend on any one day, arrangements by telephone contact for additional/alternative DSL staff member to attend.

(e.g.; optimal scenario available on site, DSL or deputy available to be contacted via phone or online video, what happens if neither available, upskilling staff, schools to school contingency plans, notifying staff daily re lead contacts)

Ashurst CE Aided Primary School’s Deisgnated Safeguarding Lead (DSL) is Mrs J A Williams, there are also three Deputy DSL’s: Mrs Sarah Smith, Mrs Amanda Hedley & Mrs Tina Clarke.

Contact details are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact** | **Email** |
| Key Stage 2 Teacher | Mrs Sarah Smith | 01403 710426 | SSmith2@ashurstcofe-pri.w-sussex.sch.uk |
| Office Administrator, Network Manager, Buildings & Premises | Mrs Amanda Hedley | 01403 710426 | MHedley2@ashurstcofe-pri.w-sussex.sch.uk |
| FS/Key Stage 1 Teacher | Mrs Tina Clarke | 01403 710426 | TClarke2@ashurstcofe-pri.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** |
| Mrs J A Williams | DSL Refresher Training  12th March 2020 | Headteacher |
| Mrs Sarah Smith | DSL Refresher Training  3rd October 2019 | Key Stage 2 Teacher |
| Mrs Amanda Hedley | DSL Refresher Training  20th January 2020 | Office Administrator, Network Manager, Buildings & Premises |
| Mrs Tina Clarke | DSL Refresher Training  4th November 2020 | Key Stage 1 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.

**New Staff & Volunteers Checks**

APS New staff Induction training available online/video link/onsite as appropriate to current guidelines PHE, DfE & LA

Volunteer induction training available as above

Documentation for new staff and/or volunteers to be seen via video link at first interview and supplied via post/onsite as current guidelines DfE & LA

Suitability checks online documentation, virtual interview, documents via post & telephone as appropriate to situation & following current guidelines DfE & LA

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

Production of documents and suitability checks

Providing staff with key information, policy and procedures as above

# 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.

Ashurst CE Aided Primary School continues 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).

# Disclosure and Barring

Ashurst CE Aided Primary School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

Current practice for DBS, other appropriate checks for all staff and SCR are all in line with current DfE & LA legislation & guidance

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)

# 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.

Ashurst CE Aided Primary 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**

Ashurst CE Aided Primary 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 for Ashurst CE Aided Primary School is:

Name: Mrs J A Williams, Headteacher

Ashurst CE Aided Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

# 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 Ashurst CE Aided Primary School will fully adhere to these practices.

# Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Ashurst CE Aided Primary 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.

Ashurst CE Aided Primary 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.

# Supporting children in school

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

Ashurst CE Aided Primary 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.

Impact of staff absence. Key staff are available to be on site daily with additional key staff available vis telephone contact and for specific roles ie. Support from the LA (e.g Bursar absence). Additional support from locality pool staff applicable if the situation requires it.

# Supporting children not in school

Ashurst CE Aided Primary School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies, including in the following areas:

* Identification of need for vulnerable pupils
* Engagement and liaison with lead partners
* School as lead agency
* Risk assessments
* Communication of plans
* Recording of above
* Keeping the child at the centre

The above are all key priorities for Ashurst CE Aided Primary School, record keeping is via CPOMS where applicable.

Regular communication with families and children not in school will be carried out weekly and more frequently where applicable.

# 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.

Attendance records, in line current government policy, are sent online daily, with the addition of attendance information being sent online to the LA daily as requested and LAC pupil information weekly.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Ashurst CE Aided Primary 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](mailto:PEI@westsussex.gov.uk) Tel - 0330 222 8200.

# 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.

* Staff will remain aware and be able to identify current heightened concerns due to the Covid-19 situation through staff meetings (online where appropriate) & via telephone/email as appropriate
* Training, tools online will be highlighted for staff where available
* Staff working remotely who are not able to access in school systems will be in contact with DSLs via telephone/email/online systems where appropriate
* Staff are reminded of the need to report any concern immediately and without delay.
* Processes for referring concerns are as APS Safeguarding Policy
* Concerns around the Headteacher are as APS Safeguarding Policy

# 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 as is current policy.

# Children and online safety away from school and college

Ashurst CE Aided Primary School will adhere to the following substantive policies;

DfE current guidelines in the use of technology for online learning along with LA guidance and Ashurst CE Aided Primary School’s Acceptable Use Polices will all be implemented with a priority for Online Safety throughout.

- External providers including the school’s current VLE provider are in line with current safeguarding policies and procedures following advice from the DfE & LA.

Online Safety advice is readily available for Parents & Carers via the school’s Online

Learning platform, DfE & LA links  
- Pre-recorded streamed sessions, webinars and platforms.

Will be held where appropriate, and in line with current safeguarding guidelines and

advice from the DfE & LA

- Accessibility for families to levels of technology and have ensured that this is not a barrier to groups of children’s learning.

Information has been issued to parents regarding computing resources available for

those not able to provide their own, via email, website, text & telephone conversations where appropriate  
- Health and wellbeing of pupils accessing IT or online based learning.

Resources are available for parents & pupils via the school’s VLE, DfE & LA website links and have been signposted for parents, carers and pupils.  
- Impact on the health and wellbeing of the staff members.

Resources are available via DfE & LA web links & telephone contact details for agencies as appropriate

- Alternative non-IT reliant resources

Learning packs and information has posted to all families where appropriate

- Supporting and signposting parents

The school’s website holds up to date information for parents & carers signposting where appropriate e.g. SEND resources and website information

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

# 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](mailto:safeguarding.education@westsussex.gov.uk)

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>