



Hassocks Infant School
COVID-19 school closure arrangements for Safeguarding and Child
Protection annex

School Name: Hassocks Infant School

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This policy is for use during the COVID-19 school closure only

Contents

1. Context.....	2
2. Key contacts.....	3
3. Staff Resilience – School Safeguarding Team	4
5. Safeguarding Training and Induction.....	5
6. Safer recruitment/volunteers and movement of staff	6
7. Disclosure and Barring.....	7
8. Vulnerable children.....	7
9. Children’s Social Care – RAG Assessment of Open Cases	8
10. Continued Safeguarding Planning –	8
11. Supporting children in school	8
12. Supporting children not in school.....	9
13. Attendance monitoring.....	9
14. Reporting a concern	10
15. Online safety in schools and colleges	10
16. Children and online safety away from school and college	10
17. Peer on Peer	11
18. Support from the Local Authority.....	11

1. Context

From 20th March 2020, the government guidance required all schools to partially close in response to the Covid-19 pandemic.

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 guidance is not statutory and **all families have been requested to keep their child at home, wherever possible to reduce the spread of coronavirus**. **The school will operate an emergency child care service during the partial closure.**

This annex of the Hassocks Infant 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.

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Lauraine Smith	01273 842549 07833727153	dsl@hassocksis.com deputy@hassocksis.com
Deputy Designated Safeguarding Leads	Adrian Bates-Holland Joanna Heath	01273 842549 07393442465 01273 842549 07393518038	dsl@hassocksis.com head@hassocksis.com dsl@hassocksis.com senco@hassocksis.com
Headteacher	Adrian Bates-Holland	01273 842549 07393442465	head@hassocksis.com
Chair of Governors	Liz Burrows	01273 842549	lburrows@hassocksis.com
Safeguarding Governor	Dianne Bowles	01273 842549	dbowles@hassocksis.com
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

Additional school contacts regarding safeguarding and Child Protection during school partial closure:

Role	Name	Contact	Email
Early Years Phase Leader	Jen Grigson	01273 842549	jgrigson@hassocksis.com
Key Stage One Phase Leader	Mary Hutchinson	01273 842549	mhutchinson@hassocksis.com

If school staff are unable to provide DSL support, staff at Windmills Junior School can provide assistance:

Role	Name	Contact	Email
Head Teacher	Mrs Leila Murray	01273 842241	head@windmills.w-sussex.sch.uk
Deputy Head Teacher	Mr Steve Kingcome	01273 842549	skingcome@windmills.w-sussex.sch.uk

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>

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. DSL Capacity in our school;

Hassocks Infant School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is: Lauraine Smith

The Deputy Designated Safeguarding Leads are: Adrian Bates-Holland, Joanna Heath

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 senior leader will assume responsibility for coordinating safeguarding on site. Additional members of our Senior Leadership Team (SLT) have carried out supplementary COVID-19 Safeguarding training as part of our contingency plan.

This might include updating and managing access to the Child Protection Online Management System, (CPOMS) and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

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

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

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

During the period that 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
Adrian Bates-Holland	5/11/18	Head Teacher, DDSL
Lauraine Smith	15/01/19	Deputy Head Teacher, DSL
Joanna Heath	21/05/19	SENCO, DDSL

Additional members on our Senior Leadership Team (SLT) have carried out supplementary COVID-19 Safeguarding training as part of our contingency plan.

Name of staff member	Type of training and date of issue	Role in school
Jen Grigson	Additional in school safeguarding training - Designated Safeguarding	EYFS Phase Leader

	Leads in Schools – Contingency Planning Update 03.04.20	
Mary Hutchinson	Additional in school safeguarding training - Designated Safeguarding Leads in Schools – Contingency Planning Update 03.04.20	KS1 Phase Leader

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. All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

6. 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.

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, Hassocks 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.

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*

Where Hassocks 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. The school will actively plan to reduce the need to use volunteers during this period.

Hassocks 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.

7. Disclosure and Barring

Hassocks Infant School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

We will ensure that the school keeps an up to date single central record (SCR) of all staff and volunteers and the dates of all appropriate safeguarding checks and including the detail as suggested within Part 3 of Keeping Children Safe in Education, September 2019.

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 checks in school during the Covid 19 period.

Hassocks Infant School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 and 156 in KCSIE. Hassocks Infant School will use the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic to help guide this.

8. 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. The Head Teacher will work closely with the DSL team to review attendance and to ensure that provision is in place for these vulnerable children. During this period, it may not be possible to meet all of the needs identified in EHCPs and provision will be carefully considered to prioritise the safety and wellbeing of all pupils on site.

Hassocks Infant 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.

For Children Looked After (CLA), we 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 in our school for CLA is: Lauraine Smith

Hassocks Infant School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

9. 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 Hassocks Infant School will fully adhere to these practices.

10. Continued Safeguarding Planning –

The school will maintain an on-going risk assessment for all vulnerable pupils and pupils where safeguarding concerns are recorded. An action plan identifying support for the pupils and their families will be regularly updated and shared with the DSL team.

Hassocks Infant 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.

Hassocks Infant School will encourage these children also to attend school, if this is appropriate. Attendance will be regularly reviewed by the Headteacher and Deputy Headteacher in his absence.

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.

11. Supporting children in school

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

We 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 ensure the safety of pupils and adults.

Hassocks 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.

Hassocks Infant 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. This will be bespoke to each child and recorded on CPOMS.

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will provide updates to the governing body.

12. Supporting children not in school

Hassocks Infant School is committed to ensuring the safety and wellbeing of all its children and will continue to work within all previous relevant policies.

To support children who are not attending school we are:

- *Carrying out regular “keeping in touch” telephone conversations*
- *Providing all our families with an email to contact if they are concerned for their or their child’s wellbeing*
- *Identifying vulnerable families and attaching them to a DSL/DDSL who will undertake additional “keeping in touch” calls*
- *Regularly engaging and liaising with other professionals to ensure the needs of the children/families are met e.g. with social workers, family support workers*
- *Providing weekly home learning activities*
- *Providing families with information on how to support and promote good mental health*
- *Establish class emails as a contact to the child’s class teacher*
- *Complete any risk assessments for children who are identified e.g. children on EHCPs*
- *Dropping food parcels to families in need e.g. FSM*
- *Providing vouchers for the local food bank, if needed*
- *Signposting families to outside agencies who are able to provide additional support*
- *Risk assessments for children with EHCPs but it has been agreed they can stay at home have been created*

13. 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.

If Hassocks Infant School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are key workers) we will submit the daily attendance sheet to the DfE and Local Authority by 12 noon. The school office team are responsible for completing the daily attendance return. The Headteacher and Deputy Headteacher are able to complete this if the office staff are absent.

Hassocks Infant School and social workers will agree with parents/carers whether children in need should be attending school – Hassocks Infant School will then follow up on any pupil that they were expecting to attend, who does not. The Headteacher will work with the DSL team to assess the needs of the individual family to provide as space, if deemed necessary. All requests for child care should be approved be referred to the Headteacher, or the Deputy Headteacher in his absence. Hassocks 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. We will follow up by carrying out the subsequent steps:

1. *The member of staff leading on reporting the attendance sheets will communicate with the DSL to inform them if a child, who was expected to attend, has not arrived by 9.15am.*
2. *Following this, the DSL will make a call to the family and any professionals involved with the child e.g. social worker, family support workers, therapists to assess the situation.*
3. *The DSL will make an assessment with the other professionals as to whether it is deemed safe for the child(ren) to remain at home.*

4. *In communication with social services and/or other professionals' arrangements for home visits and regular communication with the family will be organised.*
5. *The above will be logged on CPOMs.*
6. *The above steps will be carried out each day as necessary.*

To support the above, Hassocks 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, Hassocks Infant School will notify their social worker.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Hassocks Infant 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 Tel - 0330 222 8200.

14. 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. All staff have received training on CPOMs.

In the unlikely event that a member of staff cannot access CPOMS from home, they should call the Designated Safeguarding Lead or in their absence, a Deputy Designated Safeguarding Lead. All staff have been emailed paper copies of the cause for concern forms should they need to make notes. Staff have been asked to store these securely to handover to the DSL. 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 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.

Concerns about the Headteacher should be directed to the Chair of Governors: Liz Burrows.

15. Online safety in schools and colleges

Hassocks 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.

The school does not have access to an online learning environment. Access to edit privileges on the school website is limited to key members of staff. These staff are responsible for checking content posted onto the website before it is posted.

The senior leadership team have access to all class email accounts and reserve the right to monitor these for the purpose of safeguarding our children and families. No member of staff should use a personal email address to send school-related emails.

16. 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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Hassocks Infant School has made the decision to not use online teaching but if this is to change in the future we would follow the principles as set out in the staff code of conduct and home/school agreement. Staff and families of Hassocks Infant School have been asked to familiarise themselves with these as they begin to use class emails.

Hassocks 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 virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

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

17. Peer on Peer

Hassocks Infant 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 our 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 and appropriate referrals made.

18. 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

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