



**Safeguarding and Safeguarding
and
Child Protection Policy
COVID-19 school arrangements
for
Hartford Infant School**

School Name: Hartford Infant School
Policy owner: Rae Lee [Headteacher and DSL]
Date: 30.3.2020
Date shared with staff: 31.3.2020
Date published on school website: 1.4.2020

From **20th March 2020** parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools are to remain open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of the **Hartford Infant School** Safeguarding and Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time.

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

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Rae Lee	07986377610	rlee@hartfordinfantschool.org
Designated Safeguarding Lead	Becky Lynch	07939825149	blynch@hartfordinfantschool.org
Trust Safeguarding Manager	Paul Lawrence	01223 606605	plawrence@catrust.co.uk
Chair of Governors	Jill Watkin Tavener	07886389134	jwatkintavener@hartfordinfantschool.org
Safeguarding Governor	Sunetha Diaram		sdiaram@hartfordinfantschool.org
SENDco	Vicky McGregor	01480 398046	vmcgregor@hartfordinfantschool.org

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 Plans [EHCP].

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.

Senior leaders, especially the Designated Safeguarding Leads know who our most vulnerable children are. They have the flexibility to offer a place to those about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Hartford 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: **Mrs Rae Lee**

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 **Hartford Infant School** will explore the reasons for this directly with the parent.

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

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

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 **Hartford Infant School** has any children in attendance [e.g. because they are vulnerable or their parent[s] / carers are critical workers] we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Hartford Infant School is also sending this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough and to the Cam Academy Trust.

If the school has closed, we will complete the return once as requested by the DfE.

Hartford Infant School and Social Workers will agree with parents/carers whether children in need should be attending school – **Hartford Infant School** will then follow up on any pupil that they were expecting to attend, who does not. **Hartford 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.

How will this look at Hartford Infant School

To support the above, **Hartford 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, **Hartford Infant School** will notify their Social Worker.

Designated Safeguarding Leads

Hartford Infant School has **two** Designated Safeguarding Leads [DSL]

The Designated Safeguarding Lead is: **Mrs Rae Lee** [Headteacher]

The Designated Safeguarding Lead is: **Miss Becky Lynch** [Assistant Headteacher]

We will endeavour to have a trained DSL available on site. Where this is not possible, a trained DSL will **always** be available to be contacted via phone or email .

Where a trained DSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site from home.

It is important that all **Hartford Infant School** staff and volunteers have access to a trained DSL. 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 are being held remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. All **pink concern forms** are located in the staffroom and should be scanned through to lee@hartfordinfantschool.org and/or blynch@hartfordinfantschool.org using the school photocopier. If there are concerns from outside of school and a member of staff cannot access the school forms/photocopier they must contact **Mrs Rae Lee** or **Miss Becky Lynch** who will support them in creating a log of concern.

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 [Mrs Rae Lee] according to the Safeguarding and Child Protection Policy. 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 around the Headteacher should be directed to the Chair of Governors: **Mrs Jill Watkin Tavener**.

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 who has been trained will continue to be classed as a trained DSL even if they miss their refresher training.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

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 **Hartford Infant School**, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy, guidance on 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, **Hartford 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 **Hartford 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.

Hartford 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.

Hartford 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

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, **Hartford 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 and colleges

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

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents [and teachers] need to be aware of the potential risks that go along with this.

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

Currently we are only recommending that parents and carers use the work that is on our own school website. To supplement learning we have suggested national and local websites which have been recommended to us by the Local Authority. School has shared online safety information with parents and carers as recommended by the DfE.

Supporting children not in school

Hartford Infant School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSLs has identified a child about whom there have been concerns but not currently open to social care, 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.

Details of this plan will be recorded, as should a record of all contact made.

Hartford Infant School and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSLs will consider any referrals as appropriate.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The school will share safeguarding messages on its website and social media pages.

Hartford 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 at **Hartford Infant School** need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

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

Hartford Infant 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.

Hartford 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.

Hartford 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.

Peer on Peer Abuse

Hartford 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 of the Safeguarding and 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 and appropriate referrals made.

New children at the school

We may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Governors on [30.3.2020] and is available on the school website at:

<https://www.hartfordinfantschool.org/parent-carer-and-pupil-information/key-policies>