



COVID-19 school closure arrangements for Safeguarding and Child Protection at Hintlesham and Chattisham C of E Primary School

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Shared with staff 9/9/21

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.

From the 1st June schools were asked to open for children from EYFS, Y1 and Y6 and to open more widely if possible.

From the 1st September schools were told to reopen fully to all pupils.

From 4th January 2021 schools were once again only open to those of Critical workers and vulnerable children as in March 2020.

From 8th March 2021 schools were told to fully reopen to all pupils

This addendum of the Hintlesham and Chattisham C of E Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding and remote learning safeguarding arrangements.

Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Debbie Jackson	07709294078	djackson@hintleshamchattisham.suffolk.sch.uk
Deputy Designated Safeguarding Leads	Sally Gooderham Nick Kricka	07843 772327 07809 575080	sgooderham@hintleshamchattisham.suffolk.sch.uk nkricka@hintleshamchattisham.suffolk.sch.uk
Chair Of Governors	Debs Bennett	07872 907879	dbennett@hintleshamchattisham.suffolk.sch.uk

Definitions of categories of children and other arrangements used during lockdown periods, when sections of the school are asked to close or other situations that may arise during the Covid 19 pandemic: Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan

- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Schools are expected to allow and strongly encourage vulnerable children and young people to attend. Parents/carers of vulnerable children and young people are strongly encouraged to take up the place.

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.

Hintlesham and Chattisham C of E Primary 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: Debbie Jackson

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 school will explore the reasons for this directly with the parent.

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

Hintlesham and Chattisham C of E Primary 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.

Hintlesham and Chattisham C of E Primary School and social workers will agree with parents/carers whether children in need should be attending school – the school will then follow up on any pupil that they were expecting to attend, who does not. Hintlesham and Chattisham C of E Primary 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 IN SCHOOL?

To support the above, Hintlesham and Chattisham C of E Primary 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 the alternative provision, or discontinues, the school will notify their social worker.

Designated Safeguarding Lead

Hintlesham and Chattisham C of E Primary School has a Designated Safeguarding Lead (DSL) and two Deputy DSL's.

The Designated Safeguarding Lead is: Debbie Jackson

The Deputy Designated Safeguarding Leads are: Nick Kricka and Sally Gooderham

The optimal scenario is to have a trained DSL (or deputy) available on site or at the provision. 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 co-ordinating safeguarding on site.

This might include 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 school staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them. This is established via the staffing rota.

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 and should also call the Designated

Safeguarding Lead. 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 should report the concern to the headteacher via a telephone call sending an email to put this in writing.

Concerns around the Headteacher should be directed to the Chair of Governors:
Debs Bennett.

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 (2020). 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 Hintlesham and Chattisham C of E Primary 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, 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,

Hintlesham and Chattisham C of E Primary 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 Hintlesham and Chattisham C of E Primary 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.

Hintlesham and Chattisham C of E Primary 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.

Hintlesham and Chattisham C of E Primary 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hintlesham and Chattisham C of E Primary 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

Hintlesham and Chattisham C of E Primary 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 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 school code of conduct. Hintlesham and Chattisham C of E Primary 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
- Two members of staff to be present at all times in each group.
- 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 considered, blurring should be added where necessary.
- 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 provided by Hintlesham and Chattisham C of E Primary School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Recording should be made of all online sessions and retained in the Google Classroom files.
- Staff online sessions are to follow the agreed protocol.

Supporting children not in school

Hintlesham and Chattisham C of E Primary 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.

Details of this plan must be recorded on communication sheets, as should a record of contact have made.

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

Hintlesham and Chattisham C of E Primary 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 and social media pages.

Hintlesham and Chattisham C of E Primary 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 Hintlesham and Chattisham C of E Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

Hintlesham and Chattisham C of E Primary School will ensure that where we care for children of critical workers and vulnerable children on site or at an alternative setting, we ensure appropriate support is in place for them. This will be bespoke to each child.

Supporting children in school

Hintlesham and Chattisham C of E Primary School is committed to ensuring the safety and wellbeing of all its students.

Hintlesham and Chattisham C of E Primary School will continue to provide a safe space for all children to attend and flourish whether held on site or in an alternative setting. The Headteacher will ensure that appropriate staff are available wherever the provision is held and staff to pupil ratio numbers are appropriate, to maximise safety.

Hintlesham and Chattisham C of E Primary 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.

Hintlesham and Chattisham C of E Primary School will ensure that where we care for children of critical workers and vulnerable children on site or in an alternative setting, we ensure appropriate support is in place for them. This will be bespoke to each child.

Where Hintlesham and Chattisham C of E Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the DMAT.

Peer on Peer Abuse

Hintlesham and Chattisham C of E Primary 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 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 in the safeguarding file and appropriate referrals made.

Updated 6/1/21 – School restricted to vulnerable and critical worker children
Updated 8/3/21 – School reopen to all pupils

Risk Assessment for Livestreaming school content

Risk	Mitigation
Inappropriate behaviour or conduct from adults	Letter sent outlining expectations to parents. Staff to monitor and HT to call any parents identified
Inappropriate behaviour or conduct from children	Behaviour challenged immediately and followed up if not resolved by CT then HT if required. Usual behaviour policy expectations outlined in initial letter to parents
Unauthorised recording by pupils, parents, or staff	Recording facility removed from zoom for whole school events and also disabled from Google Classrooms
Unauthorised sharing of content	All parents reminded in initial letter
Inappropriate contact with pupils outside lesson time	Protocol outlined to staff – contact only through Google Classrooms or office email address. Parents reminded if required
Inappropriate contact with pupils in a different account or a different platform	No other accounts or platforms authorised to be used – staff reminded. Google Classrooms locked to authorised school email addresses
Inappropriate language in chat function	Chat function only enabled by class team if required for a lesson – content to be monitored
Inappropriate dress, conduct, or location	Dress, conduct and location expectations outlined in initial correspondence to parents. Monitored and enforced by all staff. HT to follow up if necessary
Unauthorised people invited into the video call	Google Classrooms/Meet only accessible by school issued email addresses. Staff to monitor. A member of staff is responsible for admitting and removing if necessary on all 'live' elements
Unauthorised people crashing into video call	Google Classrooms locked to school log on only. Waiting room enabled in both Google Meet and Zoom. Removal of anyone we are unable to identify eg no turning on their camera
Unauthorised streaming to another platform	Recording function disabled on zoom and Google Meet. All parents advised of safeguarding expectations in initial letter. Staff to monitor and HT to call if necessary.
Unauthorised streaming to the wider public	Recording function disabled on zoom and Google Meet. All parents advised of safeguarding expectations in initial letter. Staff to monitor and HT to call if necessary

Data breach. For example, showing pupils on camera without permission, sharing personal data	All staff aware of permissions held in their areas of responsibility in school. Computing Lead actively promotes awareness of this alongside SLT and office staff. Reporting procedure in place for any unforeseen incidents.
Data breach showing confidential information whilst online	All staff aware of expectations and monitor each other as support. Reporting procedure in place for any unforeseen incidents
Unauthorised sharing of inappropriate content via share screen	All staff aware of expectations and monitor each other as support. Acceptable Use Policy in place. Reporting procedure in place for any unforeseen incidents
Unauthorised lessons that SLT are unaware of	All lessons are through Google Classrooms and so accessible by all staff as subject Leaders, SLT and HT to drop in to at any time. Monitoring of remote learning is carried out by SLT both formally and informally
Accidentally being online early or afterwards without being aware	Strict protocols established for joining and ending 'live' sessions established and re-enforced amongst staff team. Session lead member of staff established along with a 2 nd member of staff before others admitted. All staff aware of expectations and monitor each other as support. Reporting procedure in place for any unforeseen incidents
Unauthorised chats or video whilst monitoring adult is offline	Strict protocols established for joining and ending 'live' sessions established and re-enforced amongst staff team. This includes issuing a new link for each session immediately after the last ends which remains hidden to pupils until released. Session lead member of staff established along with a 2 nd member of staff before others admitted. All staff aware of expectations and monitor each other as support. Reporting procedure in place for any unforeseen incidents
Use of livestream platform by unauthorised staff or untrained staff	All staff have been trained by Computing Lead to the same standard. Google Classrooms platform is monitored by Computing Lead and HT.
What action is to be taken if a disclosure or concern is raised by pupil whilst online?	Usual Safeguarding Policy Actions are taken and the incident would be followed up by staff member immediately afterwards reporting to DSL within 2 hours.
How will concerns be raised about any livestream issues by pupils, parents or staff?	All staff are aware of reporting procedures and expectations. Parents are supplied with all Safeguarding contact details of DSL, ADSL's and Internet Safeguarding Lead on

	regular newsletters as well as on the website. Children are all aware of the Acceptable Use Policy for Pupils
Errors, mistakes, or concerns should be self-reported. How should this be done?	All errors mistakes or concerns are reported to the HT who together with the Computing Lead and SLT will decide on any actions