



St Chad's

CofE Nursery and Infant School

Education Child Protection/Safeguarding Policy

June 2020

Annex A

Additional Addendum - The safeguarding arrangements for the wider opening of education settings to children from 1st June 2020

Name of school/college: St Chads CofE Nursery and Infant school

Addendum approved by:

Name	Role	Date
Mark Mallender	CEO	14/04/2020
		03/06/2020

Date addendum published by the setting and made available on the website	11/06/2020 (updated version)
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Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
13/04/2020	Sarah Ferguson	Adapted for all DDAT /DDAT2 schools	14/04/2020
11/06/2020	A Thomas	Updated DDSCP	11/06/2020

Schools need be familiar with the following recommended government guidance relating to the plan for wider opening, when considering their safeguarding arrangements:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

These guidance documents are frequently updated and so schools need to be alert to any significant changes in later versions.

This additional Addendum also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from the Local Authority (for example: about children with Education, Health and Care (EHC) plans, the Local Authority Designated Officer and Children's Social Care, Reporting Mechanisms, Referral Thresholds and Children in Need).

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

Key Contacts during COVID-19 Arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	K Leach	01332 345997 safeguarding@stchads.derby.sch.uk
Deputy DSL(s)	A Thomas	01332345997 safeguarding@stchads.derby.sch.uk
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	K Gilsenan	01332 345997
Designated Teacher for Looked After Children	K Leach	01332345997 safeguarding@stchads.derby.sch.uk
Headteacher/Principal	K Leach	01332 345997

Role	Name	Contact details
Chair of Governors/Trustees	Rev Andy Ward	Rev. Andy Ward rector.walbrook@gmail.com
Designated Governor	N Iqbal	Contact via Clerk to Governors, Pam Miles pam-miles123@outlook.com
Designated Trustee	Sheila Lock	DDATAdmin@derby.anglican.org
Other contactable DSL(s) and/or deputy DSL(s):		
<ul style="list-style-type: none"> Safeguarding Officer at DDAT CEO at DDAT COO at DDAT 	Sue Vasey Mark Mallender Sarah Ferguson	sue.vasey@derby.anglican.org mark.mallender@derby.anglican.org sarah.ferguson@derby.anglican.org
Other key safeguarding agencies as noted in the school/college safeguarding/child protection policy 2019/20, Addendum April 2020	Children's Social Care <ul style="list-style-type: none"> Children's Services Professional Consultation Line 07812 300329 First Contact Team for urgent referrals 01332 641172 Derby Children's Social Care Online Referral system for non-urgent referrals Careline (out of hours service) 01332 786968 Local Authority Designated Officer (LADO) 01332 642376	

Contact details for all other key safeguarding agencies are as referenced in the school/college safeguarding/child protection policy. This includes referrals to local authority early help services, children's social care and the local authority designated officer (LADO).

1. Scope and Definitions

This additional Addendum applies during the period of school closure due to COVID-19, and the wider opening of an educational setting. It reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to our normal Safeguarding/Child Protection Policy in light of the Department for Education's Guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#) (updated May 2020).

This does not replace the schools/colleges Child protection /Safeguarding policy 2019/20, and child protection/safeguarding policy addendum, Summary of any key COVID-19 related safeguarding and child protection changes, April 2020.

2. Vulnerable Children

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) continues to apply.

There is the flexibility to offer a place to those who do not meet the Department for Education's definition of 'Vulnerable' but where the School/College has concerns. This will continue and will now include, 'those who could benefit from continued attendance'. This might include children and young people who are on the edge of receiving support from Children's Social Care services, adopted children, NEET, those living in temporary accommodation, those that are young carers and others at the school's, college's and local authority's discretion.

School and college staff will continue to work with children's social workers, the Designated Lead, virtual school heads, and any other relevant safeguarding, health and pastoral partners to help protect children.

3. Maintaining contact with families

St Chad's CofE Nursery and Infant School is committed to ensuring the safety and wellbeing of all its children and young people. We 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 within the school's chronologies.

As an infant school, reopening plans for our children from 1/6/2020 are for those children in:

- Nursery
- Reception
- Year 1

In addition to the above year groups, we will continue maintain contact and offer a school place to any child in Year 2 who is eligible under the vulnerable children critical worker/key worker criteria.

Arrangements for our wider reopening have been put into place following a robust risk assessment process, under the direction and support of our academy trust, DDAT. New school procedures and safety measures have been put in place and must be adhered to in order to keep every member of our school community as safe as possible. Welfare and safety measures have been shared and communicated to parents via our school's main communication platform, Class Dojo. Photographs and a 'video tour' of school have been shared, as have regular letters and 'message updates'. Resources have also been made available via the school's website.

New school safety measures are detailed in the following documents:

- COVID-19 reopening risk assessment
- COVID-19 Safeguarding and Child Protection Policy Addendum
- COVID-19 Golden Behaviour Policy Addendum
- COVID-19 First Aid Policy Addendum
- COVID-19 Home School Agreement

St Chad's CofE Nursery and Infant School has identified a list of vulnerable families who are currently under school monitoring and **where the children remain at home**. Where the DSL has identified any children remaining at home and on the edge of social care support, or who would normally receive pastoral-type support in school, a robust communication plan is in place. Targeted phone calls are now being made to these families where we feel the child/children would be better placed in school. Where needed, a member of staff translates information to the families. These parents are then offered a place for their child to attend school and given time to consider the offer.

School have set-up a 'key worker' staff members to contact these families via telephone once a week. The lead people for this are:

- K Leach (Headteacher)
- K Gilsenan (FS Lead)
- A Thomas (Inclusion and Safeguarding HLTA)
- A Taoulecheova (New Communities Team)

A record of phone calls with these families is logged within the 'school closure vulnerable families key worker' chronologies which are saved confidentially. These files are only accessible by the above named staff. Staff meet weekly in school to discuss communication outcomes and next moves.

St Chad's CofE Nursery and Infant School has put in the following methods of communication to support the families who have currently **not taken up a school place following school opening on 1st June 2020**:

- The admin email (admin@stchads.derby.sch.uk) is checked Monday-Friday by the school office staff
- Class Dojo is used as the main method of communication for generic updates and for posting of home learning.
- Teacher2Parents text messages is managed by N Richardson and K Leach.
- The school's website is kept current and up-to-date with key messages in relation to the school closure, national government guidance and home learning updates by N Richardson, K Leach and K Gilsenan.
- The school's safeguarding email (safeguarding@stchads.derby.sch.uk) is still in operation and managed by A Thomas and K Leach.

St Chad's CofE Nursery and 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 St Chad's CofE Nursery and Infant School need to be aware of this in setting expectations of pupils' work where they are at home. Organisations and charities to support wellbeing and pastoral care are available on the website and promoted on Class Dojo. The school will share safeguarding messages on its website and Class Dojo.

A clinically vulnerable staff member who is working from home has uses the school's mobile phone to communicate with key families. No telephone contact numbers for families are permitted to be saved in the mobile.

4. Reporting Concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

The DDSCP has issued updated guidance about managing risk to vulnerable children during lockdown, assessing and supporting their needs. DDAT schools will follow the arrangements made by their own Local Authority and seek additional guidance from the following website: <https://ddscp.org.uk>

5. Designated Safeguarding Lead (and Deputy) Arrangements

As more children return the school will have a trained DSL or Deputy DSL available on site to coordinate the safeguarding arrangements and liaise with social workers. If activities take place offsite there will be arrangements in place to provide access to a designated lead.

All school staff and volunteers will have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

In exceptional circumstances:

- a trained DSL (or deputy) from the school can be available to be contacted via phone or online video - for example, working from home.
- sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video) can be arranged.

The school will ensure there are sufficient staff members who can provide pastoral support to help meet the needs of children as they return.

The DSL will provide support to teachers and pastoral staff to ensure contact is maintained with children and their families. This will be for those children and families in school and more importantly for those who are not in school.

Where possible staff should try to speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school site via school phones and devices. In exceptional circumstances, the Headteacher may authorise a staff member to use their personal phone to make calls if working off site e.g. to provide translation support. The staff member must consent to using their personal staff and are fully briefed to ensure that their personal number is withheld using 141 prior to making an phone call. No personal devices will be used to send text messages to families. No telephone contact numbers for families are permitted to be saved in personal devices.

When communicating with families, this should only be done through school email addresses or recognised channels, within school hours and on school devices. Shared school mobiles are been purchased for this activity. It is recommended that any staff member contacting parents and families is made aware of the school's policy around etiquette and content.

The Designated Lead will ensure great care will be taken in the content, storage and dissemination of any records made.

The DSL will ensure all staff will be kept up to date with government and local changes in respect of children returning to the school and the school will update parents/carers and make the relevant guidance available on the website.

6. Staff Recruitment, Movement of Staff, Training and Induction

The existing school workforce may continue to move between schools in response to Coronavirus.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction. Supply and agency staff, who may be recruited for the wider opening of the school will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

Some schools are 'borrowing' staff from other schools. This will continue to be necessary in some cases and the usual expectations will apply around verification, training, induction to the setting they are temporarily working in and knowledge of the school's safeguarding policies and procedures.

The school will be clear in how they will access information, both hard copy and electronic especially with regards to temporary log in and administration privileges. The school will revisit processes for data sharing and storage, particularly if key staff members are not on site, using "borrowed staff" and/or using other schools.

External visitors should be kept to a minimum, but the school will make themselves available for Children's Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

7. Risk Assessments

The school/college will work with the latest guidance provided by the government on:

- Risk assessments;
- Home school transport;
- Managing the school/college site;
- Staggering start times and finish times;
- First aid;
- Social distancing;
- Personal Protective Equipment;
- Managing an outbreak of Coronavirus.

Work will continue in partnership with the school's Local Authority for children and young people with EHC (education and health care) plans. School's will seek advice from the relevant section of the Local Authority where appropriate.

For children and young people with other complex needs, such as children and young people with special educational needs and disability (SEND) who do not have an EHC plan, the school or local authority can now exercise its discretion to do a risk assessment and offer a place.

The school will continue to undertake and review risk assessments for children and young people with EHC plans who remain at home. Risk assessments will continue to be undertaken to ensure:

- they assist decisions on which children and young people, with an EHC plan, should be attending their educational setting, taking into account the changing circumstances of individual children and young people, with an aim that they can be brought back into face to face education when it is right for them;
- when attendance is not appropriate, assessments can help make decisions about the support children and young people should receive at home, noting that circumstances may have changed;
- they provide helpful information to Headteachers and other professionals in planning for, and supporting, those children and young people with an EHC plan when they do return to educational settings

8. Monitoring attendance

It is expected that vulnerable children will attend where it is appropriate for them to do so and where there are no shielding concerns for the child or their household; where they are not

clinically vulnerable and or/following a risk assessment for those children with a EHC plan and or clinical vulnerabilities.

We will continue to work with children and their families not in school and will work with the relevant children and their families to return to school.

Parents/carers will not be penalised if their child does not attend education provision.

Schools will resume taking their attendance register from the 1st June and will complete the online Educational Settings Form (DfE daily updates) as well as sending a copy of the completed DfE return to the DDAT Central Team.

9. Transport and safeguarding

Schools are working with the local authority on the reinstating of school transport for some pupils as they are returning to school. There are priority groups including vulnerable children and young people. Schools will work with their transport providers to ensure this and that there are appropriate safeguarding arrangements under the current restrictions and social distancing.

10. Safeguarding Pupils and Teachers Online

Schools should still refer to NSPCC guidance, when engaging in remote learning. The guidance is unchanged since its previous update (April 21st 2020).

Schools should consider greater communication with parents around working online, to provide reassurances that they are working in a safe environment and encourage them to make their child's online activity as safe possible. This may mean referring families to resources: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

When video conferencing, schools are advised not to use 'new platforms' but rather work with established and trusted systems that are already in place such as e.g. G Suite or Office 365.

The DfE recommends that the school will signpost any queries, and in regards to data protection to the DDAT Data Protection Officer via DDATadmin@derby.anglican.org.

11. Peer on Peer Abuse

Usual reporting of suspected or actual peer on peer abuse applies. All staff need to be aware that incidents may have happened out of school, whilst children are not attending, and these may require a safeguarding response when they return and the school is made aware.

12. Mental Health and Well-being

The school will continue to support children in respect of their emotional health and wellbeing and acknowledge that, on a child's return into the school, lockdown may have had, and may continue to have, an adverse impact upon their health, wellbeing and safety.

There is guidance available (updated May 21st) to assist and all staff will be made familiar with this: <https://www.gov.uk/guidance/supporting-pupils-wellbeing>

All staff will be updated around how to identify, refer and respond to a child presenting concerns and know how schools/colleges can receive help:

<https://derbyandderbyshireemotionalhealthandwellbeing.uk/>

A new email address for professionals to access this new service is: ddccg.tict@nhs.net

13. Monitoring Arrangements

This policy (June 2020, Annex A 2020) will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum every 3 weeks by the Headteacher.

At every review, it will be read and approved by the Local Governing Body.

14. Resources

Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

Standard opening hours:

8am to 6pm – Monday to Friday
10am to 4pm – Saturday and Sunday

If you work in a school, have the schools/colleges unique reference number (URN or UK PRN) available.