



SAFEGUARDING & CHILD PROTECTION POLICY – COVID-19 APPENDIX

Date adopted: APRIL 2020 (updated January 2021)

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 appendix of the Southway Junior 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	Pete Newbold	01444 233824	head@southwayjunior.co.uk
Deputy Designated Safeguarding Lead	Helen Denison	01444 233824	hdenison@southwayjunior.co.uk
Headteacher	Pete Newbold	01444 233824	head@southwayjunior.co.uk
Chair of Governors	Kieron Woodland	via school office	kwoodland@southwayjunior.co.uk
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

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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. Capacity of DSL in our school;

In the event that a DSL is not available on site, then either the Headteacher or Deputy Headteacher can be contacted via phone. Where a DSL is not on site, then a senior leader will take the responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with offsite DSLs and as required liaising with children's social workers if appropriate. It is important that all staff have access to a trained DSL and know how they can contact them.

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Southway Junior School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Pete Newbold

The Deputy Designated Safeguarding Lead is: Helen Denison

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
Pete Newbold	Designated Safeguarding Lead: refresher 7/11/19	Headteacher
Helen Denison	Designated Safeguarding Lead: refresher 4/11/19	Deputy Headteacher

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

The DSL will ensure that necessary safeguarding induction is carried out if new staff are recruited, staff are deployed from another education or children's workforce setting to our school. This will include the production of documents and suitability checks. The DSL will ensure that staff are provided with key information, policy and procedures

6. Safer recruitment/volunteers and movement of staff

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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.

Southway Junior 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 (2020) (KCSIE).

7. Disclosure and Barring

Southway Junior School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

All staff provide the following original documents as part of our Safer Recruitment procedures:

- Current valid photo documentation e.g. passport, photocard driving licence
- Proof of address e.g. utility bill, council tax statement, certain Government letters, bank letter / statement
- Proof of NI number e.g. Government letter, NI card, current payslip/P45/P60
- Valid residency order or work permit (if applicable)
- Certificates pertaining to qualifications

An enhanced DBS check is completed prior to commencement of employment. All information is held securely according to GDPR regulations on the Single Central Record (SCR). The SCR is regularly reviewed by the DSL and/or Deputy DSL and by the Safeguarding Governor termly.

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. \(as distributed via HR\)](#)

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.

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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.

Southway Junior 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

Our 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 in our school for this is: Helen Denison

Southway Junior 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 Southway Junior School will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Southway Junior 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.

Southway Junior School will encourage these children also to attend school.

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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

Southway Junior School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Southway Junior 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.

Southway Junior School is operating a roster system to cover the keyworker and vulnerable children attending school. Staff absence due to illness or self isolating will be covered internally by calling in staff rostered for alternative days. External supply teachers will not be used.

12. Supporting children not in school

Southway Junior School is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

Ensuring vulnerable children remain protected is a top priority. The Headteacher and Deputy Headteacher have created a list of vulnerable pupils. These families have been contacted and invited to send their children into school. These families include those who are currently being supported by a social worker, children with an EHCP or who is currently going through the assessment process, is a Child Looked After (CLA), are known to the school as a family requiring additional support. Any risk assessments are being carried out in consultation with professionals working with the child and family.

The Deputy Headteacher is liaising regularly with Social workers, the Early Help Hub and other professionals to ensure that these children and families are being supported. In addition, the Deputy Headteacher is making contact with the families on a regular basis to 'check in' and ensure that they know that school provision is available and offer support and signposting to relevant services. This is being recorded.

Prior to the closure of school, the Headteacher or Deputy Headteacher and social workers agreed whether children in need should be attending school. The Headteacher or Deputy Headteacher should follow up on any child that they were expecting to attend, who does not. When communicating with parent and carers, it is vital that emergency contacts numbers are confirmed. The Headteacher or Deputy headteacher should also notify the social worker of the non-attendance.

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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.

Daily attendance is being sent to the DfE in line with DfE guidance. In addition, it is being sent to West Sussex County Council. CLA attendance is being sent to the Virtual School.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Southway Junior 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 will continue to follow the process outlined in our full school Safeguarding Policy.

If anyone in school has a safeguarding concern about any child they should continue to act and act immediately.

- Speak to the most senior leader on site and express their concerns.
- Call a DSL for advice and follow their instructions. This could involve the DSL going into school.
- Continue to follow the recording protocols outlined in the Safeguarding policy.
- If any member of staff has a concern about another member of staff they must contact the Headteacher immediately by phone if they are not on site.
- If peer on peer abuse is reported through any communication means, then refer to the Safeguarding policy.
- If you have concerns about the Headteacher please contact the Chair of Governors immediately.

15. 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.

16. Children and online safety away from school and college

Southway Junior School will adhere to the following policies;

- Remote Learning Policy
- Acceptable Use Policy

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Headteacher: Mr P Newbold

Children who do not have access to a laptop, PC or tablet device can contact the school and request the loan of a device for the duration of the school's remote learning provision. The laptop remains the property of the school and must be returned upon request for system updates, during holidays and once the remote learning provision ends.

Children who do not have access to the internet will be provided with work packs suitable for their age and ability.

Staff wellbeing is monitored by the Headteacher, Deputy Headteacher and School Business Manager and staff supported accordingly. Staff have access to the West Sussex Employee Assistance programme for support specifically but not limited to specialised mental health support.

Teachers will contact every child in their class regularly for a wellness check. They are available for online meeting if requested by parents. The Welfare & Admin Officer will chase up absent pupils daily. The Deputy Headteacher makes weekly contact with all vulnerable children.

Southway Junior School utilises the following online resources:

- The Oak Academy
- eSchools Virtual Learning Environment (VLE)
- BBC Bitesize

Parents / carers are directed towards the school website which has links to:

- ThinkuKnow website

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

17. 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>



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