

## **CORONAVIRUS COVID-19 MEASURES**

The DfE Safeguarding guidance for schools was issued on 27 March 2020:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local authority Leicestershire County Council.

### **1. CONTEXT**

The way all schools are currently operating in response to coronavirus [COVID-19] is fundamentally different to business as usual. Most children are no longer in a school setting and staff arrangements have been affected.

Schools have been asked to provide care for children who are vulnerable and children whose parents are keyworkers critical to the COVID-19 response and cannot be safely cared for at home.

This addendum to our Child Protection Policy sets out the priorities and safeguarding measures at our school.

It will be reviewed regularly by the Designated Safeguarding Lead as circumstances continue to evolve and updated following new advice or guidance issued by the DfE.

It will be made available to all members of staff and governors at the school.

### **2. SAFEGUARDING PRIORITIES**

Safeguarding of all children at our school – whether they are currently at home or attending the care provision at the school – continues to be our priority. We will continue to adhere to the **Keeping Children Safe in Education 2019** guidance.

These fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a Designated Safeguarding Lead [DSL] or Deputy DSL will always be available [on site at school or by telephone – see below.]
- no unauthorised person will be allowed to gain access to children attending the care provision in school
- children should continue to be protected when they are online.

<b>Designated Safeguarding Lead</b>	Tim Leah	<i>Restricted staff &amp; governors only</i>
<b>Deputy DSL</b>	Stephanie Allen	<i>Restricted staff &amp; governors only</i>
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### **3. CURRENT SCHOOL POSITION**

#### **(a) Children**

The school has been closed for the majority of children since Monday 23<sup>rd</sup> March 2020.

The school is open to provide care for vulnerable children and children whose parents or carers are keyworkers as defined in DfE guidance. Children accessing the care usually attend Fleckney CE Primary School when it is open.

At the present time, it is not intended that children from other settings will join the school for care. *[If exceptionally the school is asked to accept a child/children from another setting, that setting will be required to provide a member of staff to accompany them. See also section (e) **Staffing** below.]*

The school's approach is that, wherever possible and where it is safe for them to be so, children should be cared for in their own home.

School Care Provision is available Monday to Friday 9.00am to 3.15pm and will also be available during the school holidays. The school consider it is safest for children to remain at home with their parent or carer and encourage parents/carers to only use the care provision if it is absolutely necessary. For example, if another adult in the family home is working from home or is not a keyworker or if keyworkers are working shifts and it is possible to use the provision around their working hours, the children should remain at home. However, the care provision is available to support keyworkers and enable them to work in essential services if needed.

#### **(b) Attendance**

Parents and carers who are keyworkers have registered for care with the school office and there is a daily register of children attending the care provision.

Parents and carers are required to let the school know by telephone or email if their child will not be in attendance on any day for which they have been registered.

If a child who is expected to be in attendance for care on any given day does not arrive, the school will contact the parent or carer by telephone to ensure the child is being cared for at home.

### **(c) Site Security & Social Distancing**

Following a phased re-opening of the school for Reception, Year 1 and Year 6 commencing with Foundation Stage from 8<sup>th</sup> June, designated classrooms and separate outdoor space will be allocated for the Keyworker/vulnerable children care provision.

The teaching groups/bubbles and staff will use other classrooms and outdoor spaces on the school site and will be kept apart from the care provision groups. There will be different arrival/departure points for the Keyworker Care provision and groups/bubbles in the main school buildings.

The school's mobile telephone number is displayed at Main Reception for parents of keyworker children to contact staff on site if children arrive after 9.00am or are being collected before 3.15pm. A socially distanced queuing system and restricted access to Main Reception has been introduced with effect from 8<sup>th</sup> June 2020.

Social distancing requirements are applied by keeping 2 metres apart when children are signed in or collected and by staff during the day. It is encouraged and reinforced with children during indoor and outdoor sessions including at lunchtimes.

Children who are attending the care provision will not be able to attend the teaching groups/bubbles unless there is a break of one week between the changeover – this is to reduce the risk of cross-contamination and infection. This will also apply to staff changing from the care provision to a teaching group/bubble.

### **(d) Vulnerable pupils**

There are currently 4 children who have an Education or Health Care Plan and usually attend school when it is open. However, they are not currently accessing the care provision and are being safely cared for at home. None of these children, or any other child who normally attends the school, has a Social Worker assigned to them.

### **(e) Children not in school**

Where the DSL has identified a child to be on the edge of social care support or would normally receive additional pastoral support in school, they will ensure that an appropriate communication plan is in place to support that child – for example by recording details of how, when and with whom there will be contact.

## Safe & Well Checks

Safe & Well checks are in place for children who meet the DfE definition of 'vulnerable children' and children who we have safeguarding concerns about, for example:

- they are not attending school where it has been decided together by the school, parent or carer and a social worker that it is not in the best interests of the child to do so
- they would normally attend but it is necessary for them to self-isolate
- any other child not attending school where the DSL or Senior Leadership Team have concerns about.

Regular contact is maintained with the parent, carer and social worker where appropriate.

## (f) Staffing

Our DSL and Deputy DSLs have undertaken appropriate safeguarding training. In line with government advice, they will continue to be classed as trained even if they cannot receive refresher training should it become due during the COVID-19 measures.

All current school staff have received safeguarding training and have read Part One and Annex A of the Keeping Children Safe in Education 2019 document. All school staff have also received First Aid training.

The school's Single Central Record is up to date and maintained by the Office Manager and was checked by the Chair of Governors in March 2020.

The Care Provision is staffed only by teaching and support staff employed at the school. A daily rota for staffing is prepared by a member of the Senior Leadership Team and a restricted What's App group has been set up for ease of group communications day to day. The number of staff on duty each day is adjusted according to the number of children in attendance. A minimum of 3 people will be on duty at the school each day and, if they are not on the school site, a member of the SLT will be available to staff by telephone. If a DSL or Deputy DSL is not on the daily rota, a member of the staff team for that day will be nominated as the person responsible for contacting the DSL/DSSL if any safeguarding matter arises.

It is not intended that staff from Fleckney CE Primary School will attend another setting for the provision of care in that setting.

It is not anticipated that the school will need to recruit other staff or volunteers. If we do, they will receive a safeguarding induction in line with our Child Protection Policy and this Addendum.

*[It is not intended that staff from another setting will attend the school site or for the purpose of providing this care.*

*If that should ever be the case, it will not be necessary to undertake any additional safeguarding checks if the other setting can confirm that:*

- *the individual has been subject to an enhanced DBS and children's barred check list and the opinion of the other setting nothing resulted from those checks that provided cause for concern*
- *there are no safeguarding investigations into the conduct of the individual*
- *the individual remains suitable to work with children.*

*Proof of the individual's identity will be required by Fleckney CE Primary School before they attend the school site.]*

#### **4. ONLINE SAFETY**

It is likely that children will be using the internet and engaging with social media more during the current situation. Staff will be aware of signs of cyberbullying and other online risks.

The filtering and monitoring software remains in use with our IT systems in school to safeguard and support children and all children have received E-Safety awareness at school. Children using the school's computer suite while attending the care provision will be under close supervision by staff and the school's internet safety policy will be adhered to.

Parents and Carers have received guidance and links to information about how to keep their child safe online when using the internet or social media at home.

If a staff member becomes concerned about a child being at risk online, they will report the concern to the DSL or Deputy.

#### **School to home contact with parents and carers of children not in school**

It is not intended that our teachers will be working directly with children online.

To enable direct communications about work being done at home, a school email address has been set up for each Year Group for parents or carers to use. Their child's teacher will respond to their emails during normal school day hours 9.00am – 3.15pm.

The Year Group emails should be used for home-based school work only and must come via the recognised family email address. Children should not be emailing by themselves – a parent or carer must be acting for them or supervising them

To support learning at home, each Year Group has provided a set of home learning and remote learning grids with ideas and activities for parents, carers and children to use. Arrangements will be put in place for any family not having access to IT to receive home learning information and resources via the school office.

If a member of staff needs to contact a parent or carer by telephone, the call must be made from the school office telephone 0116 2402288. Staff must not disclose their personal contact details [*personal email, mobile or home telephone number*] to parents, carers or children under any circumstances.

When engaging directly with parents or carers online or by telephone, school staff will maintain professional boundaries and model safe practice at all times.

Parents or carers should continue to send any sensitive or confidential concerns via the school office email [fleckneyprimary@fleckney.leics.sch.uk](mailto:fleckneyprimary@fleckney.leics.sch.uk) or telephone the school.

Any sensitive or confidential concerns raised through the Year Group email must be forwarded by the teacher to the school office on receipt. Any safeguarding concerns must be raised immediately by the teacher with the DSL or Deputy DSL.

## **5. INCREASED VULNERABILITY & MENTAL HEALTH**

Staff will continue to be vigilant and aware of children's mental health and how this may present in changes in their behaviour at school.

They will continue to support children within the school and their families and use the usual resources available to signpost parents who are struggling with specific issues to appropriate support. [e.g. School Nurse, Family Steps, First Response advice line.] Further information is available in the Services Directory and DSL guidance available from Leicestershire Traded Services [www.leicestershiretradedservices.org.uk](http://www.leicestershiretradedservices.org.uk)

Staff will be aware that negative experiences and distressing events, such as the current Coronavirus circumstances, can affect the mental health of children and their parents. Staff will contact the DSL or Deputy if they have any concerns

## **6. REPORTING CONCERNS**

The importance of staff acting immediately on any safeguarding concerns remains a priority. Staff should follow the school's Child Protection Policy and advise the DSL of any concerns they have about any child, including those not attending school.

**Peer on peer abuse** is unacceptable and it is recognised that such abuse can still occur during a school closure and between those children who are attending school during these care provisions. Staff will remain vigilant and follow the process in the school's Child Protection Policy.

**Any allegations made against staff** attending our school must be dealt with thoroughly and efficiently in accordance with the Child Protection Policy and Allegations Against Staff procedures.

### **Keeping all our children safe is our priority.**

**Approved and adopted on behalf of the Governing Body under Chair's Action  
on 20 April 2020 by:**

Tim Leah Headteacher and Designated Safeguarding Lead

Linda Marshall Chair of Governors and Safeguarding Governor

[Reviewed by Stephanie Allen & Emma Pearson Deputy Headteachers and Deputy DSLs.]

**Addendum to be formally adopted by Governors at next meeting & reviewed by or  
on behalf of the Governing Body at regular intervals [at least monthly]**

Reviewed 27 April 2020

Revised Section 4 Online Safety/School contact with parents and carers of children not in school.

Additional sentence Section 3 (f) Staffing – nomination of senior responsible person if DSL/DDSL not on school site.

Reviewed 12 May 2020

Safe and Well checks section added.

Reviewed/amended 26 May 2020

Amended location for care provision [remove specifically KS1 and Hall, change to dedicated classroom and outdoor space ] and clarify separation from teaching groups/bubbles for returning year groups.

Next Review June update against school opening plans if necessary.