



Billingshurst Primary School

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex

School Name: Billingshurst Primary School Policy owner: Helen Williamson

Date adopted: 2.3.20

Date shared with staff: 3.3.20

This policy is for use during the COVID-19 school closure only

1. Context

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 annex of the **Billingshurst Primary 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.

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Helen Williamson	07867 904161	head@billingshurstprimary.org.uk
Deputy Designated Safeguarding Lead	Jacque Wattam		deputy@billingshurstprimary.org.uk
Headteacher	Helen Williamson	As above	As above
Chair of Governors	Jo Newton-Smith		Jo.newtonsmith@billingshurstprimary.org.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

Additional school contacts regarding safeguarding and CP during school partial closure;

Role	Name	Contact	Email

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;

Add in the arrangements for your school at this time

(e.g.; optimal scenario available on site, DSL or deputy available to be contacted via phone or online video, what happens if neither available, upskilling staff, schools to school contingency plans, notifying staff daily re lead contacts)

Billingshurst Primary school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Helen Williamson

The Deputy Designated Safeguarding Lead is: **Jacquie Wattam**

Contact details for these are; See above

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
Helen Williamson	Nov 2017	Headteacher
Jacque Wattam	January 2018	Deputy Headteacher
Deborah Angeli	January 2018	Inclusion Lead
Louise Barber	Nov 2018	Intervention Teacher

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

COVID-19 Safeguarding arrangements

- All children on the list to attend who do not arrive will be followed up with a telephone call. The absence of vulnerable children will be monitored each day by the duty DSL in the building. In their absence, the most senior leader will check.
- Those children subject to a Child Protection Plan, Child In Need Plan, Early Help Plan or are considered highly vulnerable, will receive a phone call weekly – DSLs to have confidential list
- The hierarchy of DSLs and contact numbers are published for all staff in the school office and staffroom. All staff informed of this by email.
- Any staff arriving here to work as part of a hub arrangement will have their ID checked on arrival. The HT will gain assurance from the staff member's Headteacher that the appropriate checks were completed, that their DBS is valid and that there have been no safeguarding concerns. An email address will be taken of the visiting staff member so this policy and addendum can be emailed to them
- Any member of staff may telephone the on call DSL if there is not one on site though they should first inform the most senior leader on duty: David or Susie

- Any concerns about a child who is not a pupil of BPS must be relayed to the most senior DSL. All concerns should be recorded in line with the school's policy and submitted to the most senior DSL on site or via a phone call. The most senior DSL will contact the child's school's Headteacher to inform but must follow the same safeguarding procedures. If the child is at risk of IMMEDIATE HARM contact the police or MASH first.
- Any concerns submitted to a DSL about a child who is not a pupil of the school must be relayed to the child's Headteacher
- On accepting a child from another school, we must receive from the child's school the following:
 - Emergency contact details
 - Any relevant medical information
 - Any relevant Special Educational Needs information
 - Any significant or relevant safeguarding concerns
 - EAL, CLA, GRT status

These will be kept on file in the school office. Relevant medical information will be placed in the relevant KS yellow file for staff each day and the most senior leader is responsible for ensuring staff on duty are informed about medical, educational and, if relevant, safeguarding needs

- Any concern about a visiting staff member's conduct must be reported immediately to the most senior DSL. If Helen is off site, she should be telephoned. If Helen is unwell, please telephone Jacquie. Any concern should be discussed with the LADO and the DSL would contact the member of staff's Headteacher

6. Safer recruitment/volunteers and movement of staff

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.

Billingshurst 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).

7. Disclosure and Barring

Billingshurst Primary School fully adheres to LA Model Safer Recruitment Policy as outlined here;

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

See our substantive Child Protection Policy for arrangements regarding checks and DBS clearance on appointment

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.

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.

Billingshurst Primary 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:

Deborah Angeli

Billingshurst Primary 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 Billingshurst Primary School will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

Billingshurst Primary 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.

Billingshurst Primary School will encourage these children also to attend school.

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

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

Billingshurst Primary 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.

Billingshurst Primary school has a rota of staff cover, with other staff on call to cover absence. Leaders have a rota that ensures a DSL and leader is on site or a DSL is on call by telephone. In the event of a significant outbreak of illness amongst the staff, the emergency plan will be initiated and, if necessary, the school would be closed. Alternative provision would be sought for children needing care in locality schools. Billingshurst Primary would also accept children from locality schools in the event of their school's closure,

12. Supporting children not in school

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

- All children on the list to attend who do not arrive will be followed up with a telephone call. The absence of vulnerable children will be monitored each day by the duty DSL in the building. In their absence, the most senior leader will check.
- Those children subject to a Child Protection Plan, Child In Need Plan, Early Help Plan or are considered highly vulnerable, will receive a phone call weekly – DSLs to have confidential list
- Additional children identified as vulnerable but not on a plan or do not have a social worker are identified on the vulnerable pupils list and will be contacted weekly by the Lead DSL. Any concerns arising from this contact will follow our safeguarding processes detailed in the substantive policy.

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.

- All children on the list to attend who do not arrive will be followed up with a telephone call. The absence of vulnerable children will be monitored each day by the duty DSL in the building. In their absence, the most senior leader will check.
- Those children subject to a Child Protection Plan, Child In Need Plan, Early Help Plan or are considered highly vulnerable, will receive a phone call weekly – DSLs to have confidential list

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Billingshurst Primary 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.

- The hierarchy of DSLs and contact numbers are published for all staff in the school office and staffroom. All staff informed of this by email.
- Any staff arriving here to work as part of a hub arrangement will have their ID checked on arrival. The HT will gain assurance from the staff member's Headteacher that the appropriate checks were completed, that their DBS is valid and that there have been no safeguarding concerns. An email address will be taken of the visiting staff member so this policy and addendum can be emailed to them
- Any member of staff may telephone the on call DSL if there is not one on site though they should first inform the most senior leader on duty: David or Susie
- Any concerns about a child who is not a pupil of BPS must be relayed to the most senior DSL. All concerns should be recorded in line with the school's policy and submitted to the most senior DSL on site or via a phone call. The most senior DSL will contact the child's school's Headteacher to inform but must follow the same safeguarding procedures. If the child is at risk of IMMEDIATE HARM contact the police or MASH first.
- Any concerns submitted to a DSL about a child who is not a pupil of the school must be relayed to the child's Headteacher
- On accepting a child from another school, we must receive from the child's school the following:
 - Emergency contact details

- Any relevant medical information
- Any relevant Special Educational Needs information
- Any significant or relevant safeguarding concerns
- EAL, CLA, GRT status

These will be kept on file in the school office. Relevant medical information will be placed in the relevant KS yellow file for staff each day and the most senior leader is responsible for ensuring staff on duty are informed about medical, educational and, if relevant, safeguarding needs

- Any concern about a visiting staff member's conduct must be reported immediately to the most senior DSL. If Helen is off site, she should be telephoned. If Helen is unwell, please telephone Jacquie. Any concern should be discussed with the LADO and the DSL would contact the member of staff's Headteacher.

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

Billingshurst Primary School will adhere to the following substantive policies;

- E-safety policy
- Social Media Policy
- Anti-bullying policy

During COVID-19 pupils learning is supported by

- A pack of work that was sent home with the child
- Daily year group updates on social media
- Weekly newsletters to parents
- Children will not access e-learning whilst off-site
- All websites are checked and appropriate
- Social media and newsletter updates to parents on keeping your child safe on-line

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>