



COVID-19 school closure arrangements for Safeguarding and Child Protection at Leopold Primary School

This Policy addendum is effective from 6th January 2021 – 12th February 2021

Policy owner: Nkechi Obinwanne and Ayo Octave Date: 6/01/2021

Date shared with staff: 12/01/2021

This addendum of the Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- Context
- Vulnerable children
- Attendance monitoring
- Designated Safeguarding Lead
- Reporting a concern
- Safeguarding Training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety in school
- Children and online safety away from school
- Supporting children not in school
- Supporting children in school
- Mental Health and Wellbeing
- IMAGO
- Peer on Peer Abuse

Context

From 4th January 2021 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

Key contacts

Role	Name	Email
Designated Safeguarding Lead GR	Nkechi Obinwanne	safeguarding@leopold.brent.sch.uk
Deputy Designated Safeguarding Lead GR	Rahat Malik	safeguarding@leopold.brent.sch.uk
Designated Safeguarding Lead HH	Ayo Octave	safeguarding@leopold.brent.sch.uk

Deputy Designated Safeguarding Lead HH	Hima Mistry	safeguarding@leopold.brent.sch.uk
Executive Headteacher	Rose Ashton	admin@leopold.brent.sch.uk
Chair of Governors	Alan McDougall	admin@leopold.brent.sch.uk

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.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Leads (and deputies) 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.

Leopold 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 people for this will be: Nkechi Obinwanne and Ayo Octave.

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 increased 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 the DSL will explore the reasons for this directly with the parent.

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

Leopold Primary school will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors.

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.

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

The DSL or Deputy DSL and social workers will agree with parents/carers whether children in need should be attending school. They will follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

How this looks at Leopold

To support the above, Leopold 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 discontinues, Leopold will notify their social worker.

Designated Safeguarding Lead

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

The Designated Safeguarding Leads are: Nkechi Obinwanne GR and Ayo Octave HH

The Deputy Designated Safeguarding Leads are: Rahat Malik GR and Hima Mistry HH

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or email- 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.

It is important that all Leopold staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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.

Staff are reminded of the need to report any concern immediately and without delay to

Brent Family Front Door on: 020 8937 4300 (option 1)

If calling outside normal office hours (9am - 5pm) please call our emergency duty team on: 020 8863 5250.

Where staff are concerned about an adult working with children in the school, they should report the concern to the senior leader on site who will inform the DSL and Executive Headteacher. If there is a requirement to make a notification to the DSL or Headteacher whilst away from school, this should be done verbally and followed up with an email.

Concerns around the Headteacher should be directed to the Chair of Governors: Alan McDougall.

Safeguarding Training and induction

DSL training will only take remotely 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 Leopold 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, Leopold 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 Leopold 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.

Leopold 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.

Leopold 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

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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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Leopold will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in school

Leopold 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

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 Staff Code of Conduct.

Leopold 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
- 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 blurred.
- 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 Leopold to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Leopold is committed to ensuring the safety and wellbeing of all its pupils.

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.

The communication plans can include; remote contact, phone contact, door-step visits.

Leopold and its DSLs (and deputies) will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSLs (and deputies) will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Leopold 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.

Mental Health and Wellbeing

Teachers at Leopold need to be aware of the mental health of pupils and their parents/carers in setting expectations of pupils' work where they are at home.

Where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. (including additional support staff for children who usually receive 1 to 1 support)

Leopold will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Leopold 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.

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders
- this will be discussed at weekly SLT meetings.

IMAGO

Once a week, Ms Ekin Bernay will contact (via telephone) parents of children receiving one to one therapy.

Teachers at Leopold need to be aware of the mental health of pupils and their parents/carers in setting expectations of pupils' work where they are at home.

Where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them (including additional support staff for children who usually receive one to one support).

Children who usually receive mentoring support will contact their mentees once every fortnight.

The drop-in service is available for pupils who are attending the provision.

Peer on Peer Abuse

Leopold 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 in 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 and appropriate referrals made.