

# Trafalgar Community Infant School

## Annex to Safeguarding & Child Protection Policy re COVID-19

### Context

From 20th March 2020 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.

This appendix to the Safeguarding, and Child Protection policies contains details of our individual safeguarding arrangements, and is written for staff, parents/carers and all stakeholders.

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>

### Key contacts

Role	Name	Contact Number	Email
Trafalgar Designated Safeguarding Leads	Mrs K Green and Mrs R Amos (Co-Head teachers)	01403 254925	head@trafalgarinfant.com
Trafalgar Deputy Designated	Mrs C Edgal (Inclusion coordinator)	01403 254925	cedgal@trafalgarinfant.com

Safeguarding Leads	Ms E Bowles (Senior Teacher)	01403 254925	ebowles@trafalgarinfant.com
Chair of Governors	Mr A Northam	01403 254925	office@trafalgarinfant.com
Trafalgar Safeguarding Governor	Mr Fleming-Yates	01403 254925	office@trafalgarinfant.com
MASH (Multi-Agency Safeguarding Hub)	<i>Range of West Sussex Safeguarding professionals e.g. Social Workers</i>	01403 229900  0330 222 6664 (Out of Hours)	<a href="mailto:MASH@westsussex.gov.uk">MASH@westsussex.gov.uk</a>  Referral forms via; Adults - <a href="https://www.westsussex.gov.uk/raiseaconcernaboutanadult">https://www.westsussex.gov.uk/raiseaconcernaboutanadult</a>  Children's - <a href="http://www.westsussex.gov.uk/Raiseaconcernaboutachild">www.westsussex.gov.uk/Raiseaconcernaboutachild</a>
LADO (Local Authority Designated Officer)	Jenny Coker	0330 222 6450 (9am-5pm)	LADO@WestSussex.gov.uk
Safeguarding in education		0330 222 4030	<a href="mailto:safeguarding.education@westsussex.gov.uk">safeguarding.education@westsussex.gov.uk</a>
Trafalgar CLA Lead (Child Looked After)	Mrs C Edgal (Inclusion coordinator)	01403 254925	cedgal@trafalgarinfant.com

### Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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. Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the 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.

Trafalgar Community Infant 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 (CLA, Children Looked After). The lead person for this is Mrs C Edgal (Inclusion Coordinator). The DfE (Department for Education) states that 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 puts them at risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their

child is considered vulnerable, the social worker and the school will explore the reasons for this directly with the parent/carer. Where parents/carers are concerned about the risk of the child contracting COVID19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Trafalgar will encourage our vulnerable children and young people to attend a school, including remotely if needed, if it is safe to do so. Any decision regarding this will be discussed with a child's social worker if relevant.

### **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 Trafalgar will fully adhere to these practices.

### **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. Trafalgar and social workers will agree with parents/carers whether children in need should be attending school, and the school or social worker (to be agreed in advance) will then follow up on any pupil that they were expecting to attend, who does not. The school will also follow up with any parent or carer who has arranged care for their child(ren), and the child(ren) subsequently do not attend.

To support the above, Trafalgar, when communicating with parents/carers, will confirm emergency contact numbers/details are correct and ask for any additional emergency contact numbers as soon as they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Trafalgar will notify their social worker as soon as possible.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and Trafalgar 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](mailto:PEI@westsussex.gov.uk) Tel - 0330 222 8200.

### **Designated Safeguarding Lead**

Trafalgar has two Designated Safeguarding Leads (DSLs) and 2 Deputy DSLs.

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 online video - for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader or a named member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to CPOMS (safeguarding records) and liaising with the offsite DSL (or deputy) and as required, liaising with children's social workers/MASH where they require access to children in need, and/or to carry out statutory assessments at the school. It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who the person is and how to speak to them.

The DSL (or Deputy) will continue to engage with social workers, and attend all multi-agency meetings where possible, which can be done remotely.

## **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](mailto:safeguarding.education@westsussex.gov.uk)

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Trafalgar Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should contact the DSLs/deputy DSLs immediately. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay, and notify the DSLs via CPOMS. In an emergency, staff may also call the DSLs or DSLs, even if they are working from home. Where staff are concerned about an adult working with children in the school, they should alert the Headteachers immediately, even if they are not on site. If there is a requirement to make a notification to the Headteachers whilst away from school, this should be done verbally and followed up with an email to the Headteachers. Concerns around the Headteachers should be directed to the Chair of Governors, Mr A Northam ([office@trafalgarinfant.com/01403\\_254925](mailto:office@trafalgarinfant.com/01403_254925)). Any safeguarding concerns about staff will be reported to the LADO by the person receiving the concern as soon as possible.

## **Safeguarding Training and induction**

DSL training is very unlikely to take 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 (2019). 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, 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, Trafalgar 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 Trafalgar 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.

We 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.

Trafalgar 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 [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) in line with advice from the LADO.

Trafalgar fully adheres to West Sussex LA Model Safer Recruitment Policy as outlined here;

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

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-fags-who>

[It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. \(as distributed via HR\)](#)

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, Trafalgar will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges**

Trafalgar 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. Trafalgar will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **Supporting children not in school**

Trafalgar is committed to ensuring the safety and wellbeing of all its Children and Young people. 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. Details of this plan and any notes following contact must be recorded on CPOMS and on the schools Safeguarding Matrix (saved on 'staff' drive for remote access). This is then shared by the person updating the Matrix with all DSLs by notifying all DSLs

about the update. The communication plans can include remote contact or phone contact, or ensuring that the child's social worker has made contact (and this too must be recorded on the matrix/uploaded CPOMS and all DSLs notified). Trafalgar will work closely with all stakeholders to maximise the effectiveness of any communication plan. This matrix must be reviewed regularly (at least once a week by a DSL) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages. Trafalgar 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 need to be aware of this in setting expectations of pupils' work where they are at home. Trafalgar 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 recorded on CPOMS as appropriate.

### **Supporting children in school**

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

The school will continue to be a safe space for all children to attend and flourish. Appropriate staff will be on site and staff to pupil ratio numbers are appropriate, to maximise safety. Trafalgar 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.

### **Peer on Peer Abuse**

Trafalgar 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 within the Child Protection Policy. The school will listen and work with the young person, parents/carers and any multiagency partner required ensuring the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made.