

Temporary Changes to Safeguarding System Due to School Closure

COVID-19 annex/addendum

March 2020

1. Government Strategy – School Closure

In response to the government's directive to close all schools in the UK to the majority of children, other than those who fall into the categories listed below, Mawsley CP School have added some short term changes to our Child Protection Policy.

2. Identifying eligible children

Children who are considered to be 'vulnerable', who have safeguarding and welfare needs such as:

- Those with an EHCP
- Children who have contact with a social worker e.g. 'Children in Need'
- Children on the Child Protection Register
- Children in care (LAC) and previously looked after children
- Young carers
- Disabled children

Or children of 'Critical Keyworkers', as determined by the government

3. Organisation of the support and monitoring of children during Covid-19:

Before the school officially closes, the DSL, and safeguarding team will determine which children at Mawsley School are considered to be vulnerable, according to the criteria outlined above and review how the welfare of all children who have a current open concern on our My Concern system at the time of closure. The safeguarding team will consider any relevant history of these children to determine whether these children need school provision, given the government advice to stay at home where at all possible and families of these children will be contacted to discuss this, as there is no statutory requirement for parents to take up this offer of a school place.

In accordance with government guidance, the Family Support Worker will make necessary contact with any social workers allocated to vulnerable children and update the My Concern system accordingly.

The SENCO will contact all families of children with an EHCP, to determine which children will need provision at Mawsley School during the school closure period, given the government advice to stay at home where possible. Arrangements will be made accordingly.

Where it considered appropriate for vulnerable children to stay at home, contact will be made with these families to discuss support in place at home and what support the school is able to offer with a view to home learning.

The Family Support Worker / DDSL will make regular weekly contact with children and their families where there is an open concern or wellbeing concerns, every Tuesday via telephone / email. Should she be unable to make direct contact with the families, she will ask that any responses are received by Thursday morning. Every Thursday afternoon, there will be a virtual safeguarding meeting to discuss ongoing cases and outcomes from that week and any follow ups to be determined (doorstep contact, phone call or further email contact). The 'My Concern' safeguarding system will be updated accordingly with this information. Class teachers of children who have open my concerns should continue to update my concern when they have had contact with the family.

Should the Appointed Family Support Worker / DDSL become unable to fulfil this role owing to illness, the weekly contact will be undertaken by one of the DSL or DDSLs. Contact information for all families needing weekly contact will be available to these staff members. The out of hours contact information for the DSL and 3 x DDSLs will be given to MASH over the school closure period.

Children who are eligible for free school meals will continue to receive these, which will be supplied to the school by the catering provider. These will be collected from school by / delivered to the parents of these eligible children.

The safeguarding team will follow the usual protocol for escalating a concern, which is to report safeguarding concerns to local Children's Services in the normal way, via MASH.

4. Sharing safeguarding information with the wider school community

Parents / staff / volunteers will be advised that if they are concerned about the welfare of a child during the Covid-19 closure period, they are to contact our Designated Safeguarding Leads (DSLs). Contact details are available on our school website: <https://www.mawsleyschool.co.uk/>

If parents / carers are concerned about the safety or welfare of a child during the Covid-19 closure period outside of school hours, they are to contact the MASH team on 0300 126 1000 (option 1) or e-mail them at MASH@northamptonshire.gcsx.gov.uk

If parents / carers think a child is in immediate danger or missing, they should contact the police and/or an ambulance directly by phoning 999.

5. Managing allegations of Peer on Peer abuse

During the Covid-19 closure period, any such abuse which occurs outside of school, can be reported via the school office or through an email to a member of staff (via a parent email). This will be addressed through a DDSL, who will also ensure that appropriate support is available for the pupil victim through either a DDSL / family Support Worker / Class teacher – where appropriate. Mawsley CP School will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded on the My Concern system and appropriate referrals made. This includes, remotely accessing Safeguarding files for the purpose of quality assurance, support, guidance and direction or directly in school where school is open.

6. Managing Online Safety

During the Covid-19 closure period, where the majority of home learning will be accessed through internet based sources and given the increased opportunity for children to have access to the Internet at home, pupils will be provided with weekly information regarding on online safety via the Online safety lead in school. This may be in the form of internet based resources or interactive lessons / assemblies for pupils to access.

All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding 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 school code of conduct.

Mawsley CP School 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 ideally be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.(inline with data protection policy)
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day. .(inline with data protection policy)
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms approved by Mawsley CP School to communicate with pupils (Microsoft Teams, Google Classroom, SMHW, Zoom). Where using a new system, approval from the Senior Leadership Team must be sought first.

Staff must NOT use Instagram, Snapchat or WhatsApp sites during this period to contact parents/carers or students.

Staff must remember professional boundaries when communicating with children either face to face/online/virtually or on email. We must follow all normal protocols that we expect in school and ensure that relationships remain professional.

- Staff should record, the length, time, date and attendance of any sessions held.

Staff should also ensure that if parents/carers ask for advice during this time about online support/websites etc, we should remind parents/carers to only source from reputable companies and ensure that scam/fraud risks are mentioned. We should only recommend websites/companies where we know they are safe.

7. Safeguarding within school when open for children of key workers

During the enforced school closure, when Mawsley CP School will be open to care for the children of key workers, there will be a significantly reduced number of staff on site, depending on the number of children in our care (which will not exceed 20% of our school population). During school opening hours, there will be a DSL on site and an appointed first aider available. All usual school safeguarding practices and procedures as outlined in this policy, will be followed.

Mawsley CP School is committed to ensuring the safety and wellbeing of all its students. A member of SLT will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Where Mawsley CP School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the Headteacher will make arrangements to suspend / withdraw the provision of child care for the children of Key Workers at Mawsley CP School and consult the Chair of Governors.

Mawsley CP School 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.

8. 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. Mawsley CP School will have the capacity to provide up to 70 spaces for child care (20% of usual school capacity) for the children of parents who fall under the government criteria of 'Key Workers'. This provision will be 08:40 – 15:15 Monday – Friday, including school holiday and bank holiday periods.

Mawsley CP School and social workers will agree with parents/carers whether children in need should be attending school. Mawsley CP School will then follow up on any pupil that they were expecting to attend, who does not. Mawsley CP 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, Mawsley CP School 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, Mawsley C.P School will notify their social worker.

10. Safeguarding Training and induction

External DSL training is very unlikely to take place during the COVID 19 school closure period. During this period, 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 Mawsley CP School, 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 to the HR manager 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 Mawsley CP School's Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

11. 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, Mawsley CP School will continue to follow the relevant safer recruitment processes for the 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 Mawsley CP School is 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.

Mawsley CP School 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.

Mawsley CP School 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

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

12. Updating staff with safeguarding changes

All staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

[Our responsibilities during this time:](#)

As a member of staff at any level:

I will ensure I liaise with my line manager via email for updates

I will protect myself at work following social distancing and national guidance

I will ensure that in any of my contact with families/students, I will look out for signs of vulnerability or the four categories of abuse (emotional, neglect, physical, sexual)

I will report any safeguarding concerns directly by confidentially emailing the DSL team or calling school to speak to the DSL on school site. If out of hours DSL may be contacted by mobile phone.

As a member of staff who works with children directly or indirectly (Teachers, LSAs etc):

I will ensure I liaise with my line manager via email for updates

I will protect myself at work following social distancing guidance

I will ensure that in any of my contact with families/students, I will look out for signs of vulnerability or the four categories of abuse (emotional, neglect, physical, sexual)

I will report any safeguarding concerns directly by confidentially emailing the DSL team or calling school to speak to the DSL on school site. If out of hours DSL may be contacted by mobile phone.

I will set work using appropriate learning platforms. I will ensure that I do not use my personal email or phone number or WhatsApp etc in any student communication. When emailing parents, I will also ensure the advice I am giving is appropriate and where parents are being challenging, let my line manager know immediately.

I will set reasonable expectations of my students to ensure I do not place undue burdens on their mental health.

I will bring any concerns about student mental health to the safeguarding team (or Senior Leadership Team where this relates to amount of work being set).

I will ensure that when doing video calls to other staff members I will ensure the environment is appropriate as guidance above (no family members/no inappropriate language/appropriate dress etc) for this purpose

I will report any safeguarding concerns directly by confidentially emailing the DSL team or calling school to speak to the DSL on school site. If out of hours DSL may be contacted by mobile phone.

As a member of the Senior Leadership Team

I will protect myself at work following social distancing guidance

I will keep updated daily during term time (and when on holiday rota) for national and school updates regarding COVID-19 and Safeguarding

I will ensure that in any of my contact with families/students, I will look out for signs of vulnerability or the four categories of abuse (emotional, neglect, physical, sexual)

I will report any safeguarding concerns directly by confidentially emailing the DSL team or calling their work mobile.

I will set work using appropriate learning platforms. I will ensure that I do not use my personal email or phone number or WhatsApp etc in any student communication.

I will set reasonable expectations of my students to ensure I do not place undue burdens on their mental health.

I will bring any concerns about student mental health to the safeguarding team (or Senior Leadership Team where this relates to amount of work being set).

I will report any safeguarding concerns directly by confidentially emailing the DSL team or calling school to speak to the DSL on school site. If out of hours DSL may be contacted by mobile phone.

I will ensure that when doing video calls to other staff members I will ensure the environment is appropriate (no family members/no inappropriate language/appropriate dress etc) for this purpose

I will monitor the wellbeing of teams that I manage

As a Headteacher

I will protect myself at work following social distancing guidance

I will ensure that in any of my contact with families/students, I will look out for signs of vulnerability or the four categories of abuse (emotional, neglect, physical, sexual)

I will report any safeguarding concerns directly by confidentially emailing the DSL team or calling school to speak to the DSL on school site. If out of hours DSL may be contacted by mobile phone.

I will set work using appropriate learning platforms. I will ensure that I do not use my personal email or phone number or WhatsApp etc in any student communication.

I will set reasonable expectations of my students to ensure I do not place undue burdens on their mental health.

I will bring any concerns about student mental health to the safeguarding team.

I will ensure that when doing video calls to other staff members I will ensure the environment is appropriate (no family members/no inappropriate language/appropriate dress etc) for this purpose

I will ensure I monitor the wellbeing and safety of all staff including social distancing, ensuring a fairness of the staff being asked to come into school and ensure that staff working at home are monitored for their wellbeing by their line manager.

I will supervise the work of the Safeguarding Team to ensure they are following national and local guidance and also are supported in dealing with any challenging or emotional issues arising.

As one of the Designated Safeguarding Lead team

I will protect myself at work following social distancing guidance

I will ensure that in any of my contact with families/students, I will look out for signs of vulnerability or the four categories of abuse (emotional, neglect, physical, sexual) and wider areas of concern as in KCSIE 2019

I will report any safeguarding concerns directly by liaising with the Senior DSL and then referring to MASH

I will ensure that I do not use my personal email or phone number or WhatsApp etc in any student communication.

I will bring any concerns about student mental health to the team.

I will ensure that when doing video calls to other staff members I will ensure the environment is appropriate (no family members/no inappropriate language/appropriate dress etc) for this purpose

I will ensure I monitor the wellbeing of myself asking for appropriate supervision from my DSL trained colleagues to ensure I am supported.

I will monitor my own health and ensure I report any concerns to ensure continuity of coverage.

I will read daily updates from the Government and other sources e.g Andrew Hall.

I will liaise with the senior leadership team daily (and when on rota) to bring any issues to light that need discussion/policy decisions/changes in practice or high profile student issues.

I will seek advice where I am not sure.

(Deputy DSL, I will assume responsibility alongside the Headteacher for implementation of this policy and subsequent updates)