



Appendix A: Safeguarding at William Barcroft Junior School (WBS) During the Coronavirus (COVID-19) Outbreak

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1. Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix of the WBSJ Safeguarding and Child Protection policy includes provisions, which the school will have due regard for, during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government and local guidance as it is released.

2. 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 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 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.

WBSJ 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 person for this will be: Kate Wood.

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 risk or so long as members of their household are not shielding. 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 WBSJ will explore the reasons for this directly with the parent.

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

3. Attendance monitoring

During school closures local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

During phased re-opening WBSJ will report to the DfE the number of pupils in school using the online form. This form will be submitted by 12:00pm each weekday.

WBS and social workers will agree with parents/carers whether vulnerable children should be attending school – WBS will then follow up on any pupil that they were expecting to attend, who does not.

WBS will also follow up with any parent or carer who has arranged for their child(ren) to attend and the child(ren) subsequently do not attend (e.g. specific year groups, key worker or vulnerable children).

To support the above, WBS, when communicating with parents/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, WBS will notify their social worker.

4. Designated Safeguarding Lead

WBS school has two Designated Safeguarding Leads (DSL) and a Deputy DSL.

The Designated Safeguarding Leads are: Claire Constantopoulos and Kate Wood

The Deputy Designated Safeguarding Lead is: Emma Emson

WBS will aim to have a trained DSL (or deputy) available on site. Where this is not possible a trained DSL (or deputy) will be available to be contacted via phone - 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 updating and managing access to child protection online management system, CPOMS and 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.

WBS staff and volunteers will have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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.

During phased reopening, the DSLs and their deputy are responsible for:

- Ensuring staff are kept up-to-date with the latest safeguarding information and developments, including via the safeguarding partners, newsletters and professional advice groups.
- Being responsible for amending the Appendix (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Working with the VSH and wider LA to protect vulnerable children.
- Providing support to teachers and pastoral staff to ensure that contact is maintained with pupils who are not yet returning to school and their families.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Speaking to pupils directly where possible to identify any concerns and ensuring pupils are provided with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.

- Providing all volunteers and staff with copies of this policy.
- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work.
- Sharing their contact information with the school community.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the WBJs Safeguarding and Child Protection Policy and the WBJs Safeguarding Disclosure Flowchart. This includes recording an incident on CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Headteacher to ensure that the concern is received. They must also email the School Business Manager to ensure the access issue is rectified.

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

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher.

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

6. Safeguarding Training and induction

WBJs will ensure that all existing school staff have read part one of the most up-to-date version of 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.

The DSL and headteacher will risk assess any volunteers or staff from other schools to determine their suitability to work with children.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The DSL and headteacher will use their professional judgement to assess how much additional safeguarding training temporary staff or volunteers require.

New staff or volunteers will continue to be provided with a safeguarding induction and the most up-to-date copy of this policy.

All staff will receive updates from the DSL regarding confirmation of local safeguarding processes and confirmation of the DSL and their deputy's arrangements, e.g. working schedule and contact information.

WBJs will have a rota system which allows the headteacher to be aware of who will be in school at any one given time.

WBJs will ensure the SCR is kept up-to-date in line with KCSIE. The SCR will be used as a record of attendance for staff and volunteers as well as acting as a log of any risk assessments carried out on volunteers and staff on loan from other schools.

7. Online safety in school

WBJs 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.

Pupils will be encouraged to report any suspicious online activity that they encounter to the DSL or head teacher.

8. 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 WBJs Safeguarding/Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police. WBJs will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

WBJs will collaborate with parents and carers to reinforce the importance of online safety and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. This will be done via online learning, the school Twitter feed, the school website and informative emails to parents.

Pupils are provided with useful information and contact details of individuals, and organisations, they can turn to should they feel unsafe online, e.g. Childline.

Below are some things to consider when interacting with pupils via technology, especially where webcams are involved:

- Communicate within school hours as much as possible.
- No 1:1 online learning, 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.
- A live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Staff must use platforms provided by WBJs to communicate with pupils. If this is not possible and personal phones are used staff must withhold their telephone numbers.
- Staff should record, the length, time, date and attendance of any sessions or communication.
- Staff will not share their personal information.
- Staff will provide parents/carers with the centralised office@williambarcroft.ne-lincs.sch.uk email address.

9. Mental Health and Pastoral Care

WBJs 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 support in school, they should ensure that a communication plan is in place for that child or young

person. All support will be recorded on CPOMS, as should a record of contact when it has been made. The communication plans may include; remote contact, phone contact, door-step visits.

WBJs will help parents and pupils make a weekly plan or structure that includes time for education, playing and relaxing.

WBJs will share safeguarding messages on its website and Twitter pages. WBJs 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. Staff at WBJs are aware of this and this is reflected in expectations of pupils' work whilst they are at home.

Face-to-face support will only be provided where social distancing can be adhered to.

There will be a renewed whole school focus on Social Emotional Mental Health (SEMH) to assist with identifying early signs of mental health and wellbeing issues in pupils as a result of the Covid 19 pandemic.

Pastoral support in school will be tailored to SEMH and early intervention provided at a universal level for pupils, if further support is required referrals to appropriate agencies can be made with the appropriate consent.

10. Supporting children in school

WBJs is committed to ensuring the safety and wellbeing of all its students. WBJs will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

WBJs 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.

WBJs 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 bespoke to each child and recorded on CPOMS.

If staff at WBJs have concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – it will be discussed immediately with the head teacher.

11. Peer on Peer Abuse

WBJs 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 KCSIE and of those outlined within of the Safeguarding/Child Protection Policy. The school will listen and work with the pupil, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

12. Pupils moving schools

Where pupils are attending another setting and/or moving schools, the school will continue to do whatever they reasonably can to provide the receiving school with any relevant welfare and child protection information.

The DSL will ensure that the receiving school has access to pupils' EHC plans, child in need plans, child protection plans or, for LAC, their personal education plan and know who the child's social worker (and, for LAC, who the responsible virtual school head is).

13. Monitoring and review

The DSL/head teacher is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.

Any changes to this appendix will be communicated to all staff and relevant stakeholders.