



Baildon Church of England Primary School and Nursery

In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.

Jeremiah: The Lord says for I know the plans I have for you...plans to give you hope and a future.

Child Protection and Safeguarding Policy

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

1. 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 addendum of the Baildon CE Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated Safeguarding Lead
5. Reporting a concern
6. Safeguarding Training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Supporting children in school
12. Peer on Peer Abuse

The Headteacher is responsible for communicating all changes to the Safeguarding policy and guidance to the Governors.

Key contacts

Role	Name
Designated Safeguarding Lead	Samantha Smith
Deputy Designated Safeguarding Lead	Mathew Holmes Matthew Holliday Kirsty Perry Mary Connor
Head teacher	Mary Connor
Chair of Governors	Graham Kinsley

Children's Initial Contact Point

In the Bradford district, these are the numbers that you can ring for advice and to make a referral:

- During office hours (8.30am - 5pm Monday to Thursday, 4.30pm on Friday)
 - Children's Social Care Initial Contact Point - **01274 435600**
 - At all other times, Children's Social Care Emergency Duty Team - 01274 431010
- If you have reason to believe that a child is at **IMMEDIATE RISK OF HARM**, contact the police on **999**
- For all general enquiries, please contact Children's Specialist Services on 01274 435600

Prevent referrals

There has been no change to the way prevent referrals are reported or processed. E-mail or telephone support can be provided by:

Danielle King - Prevent Co-ordinator (Acting)

- danielle.king@bradford.gov.uk / 07870991647

Geraldine Cooper - Prevent Education Officer (Acting)

- geraldine.cooper@bradford.gov.uk / 07866890006

DfE coronavirus helpline

DfE.coronavirushelpline@education.gov.uk / **0800 046 8687**

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.

Baildon CE 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 person for this will be: Samantha Smith

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. 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 Baildon CE Primary School will explore the reasons for this directly with the parent.

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

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

Attendance monitoring

Local authorities and education settings do not need schools to complete their usual day-to-day attendance processes to follow up on non-attendance.

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

Parents of all pupils attending Care Club are required to complete a paper Registration form of emergency contacts as, due to the circumstances, these may be different to the information stored on SIMS. All of these forms are locked away every night for GDPR purposes.

It is the responsibility of all staff on duty to ensure that they are familiar with any special circumstances including medical conditions of the pupils who are attending.

A weekly attendance record created from the weekly survey will be produced so that the staff on site are aware of which children should be attending.

A register of pupils is completed daily which records the times which children attend and are collected.

The designated senior leader on duty will complete and submit the daily communication with the DFE with the numbers attending as well as the register required by the Authority.

Designated Safeguarding Lead

Baildon CE Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Samantha Smith

The Deputy Designated Safeguarding Leads are: Mary Connor, Mathew Holmes, Matthew Holliday and Kirsty Perry.

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 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 or college.

It is important that all Baildon CE Primary School staff and volunteers have access to a trained DSL (or deputy). 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, 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 email the Designated Safeguarding Lead, Head teacher or a Deputy DSL with their concerns. This will ensure that the concern is received.

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 head teacher. If there is a requirement to make a notification to the head teacher whilst away from school, this should be done verbally and followed up with an email to the head teacher.

Concerns around the Head teacher should be directed to the Chair of Governors: Graham Kinsley.

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 Baildon CE Primary 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 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

For movement within schools, the Head teacher should seek assurance from the HR Manager/ Head teacher, that the member of staff has received appropriate safeguarding training.

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, Baildon CE 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).

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 Baildon CE Primary School 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.

Baildon CE Primary 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.

Baildon CE Primary 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Baildon CE Primary School 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

Baildon CE Primary School 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 and college

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 school's code of conduct.

Baildon CE Primary 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 or lone working, 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 appropriate.
- NO live class should take place, only recorded sessions, so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Baildon CE Primary School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Rules for staying safe online have been reissued to parents and pupils and all activity will be monitored using our online monitoring system. Parents will be reissued with this guidance regularly through the weekly newsletters. Any information which agencies share about safeguarding which could support parents will also be shared via the newsletter or via email using Teachers2parents.

In the event of pupils contravening the school acceptable user policy, teachers and the Administrators on our school Virtual Learning Environment will follow procedures mapped out in our e-safety policy. This may include parents being contacted by the school in order to inform them of an issues that have arisen or the suspension of online privileges, such as the messaging tool on the VLE. More serious misuse could result in contacting other agencies, such as the police in the event of illegal behaviour.

The school Virtual Learning Environment includes a section with e-safety links for pupils including a virtual "worry box" where pupils can record any concerns. These will automatically be sent to Mr Van der Gucht, school E-safety lead.

During this period, there will be increased activity online and staff are asked to be particularly vigilant for any issues which are raised in forums or online which may raise concerns and record these as normal.

Supporting children not in school

Baildon CE Primary School 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 must be recorded on CPOMS or an alternative recording system, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Baildon CE Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) 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.

Baildon CE Primary School 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 at Baildon CE Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

Baildon CE Primary School 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.

Supporting children in school

Baildon CE Primary School is committed to ensuring the safety and wellbeing of all its students.

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

Baildon CE Primary 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 hand washing and other measures to limit the risk of spread of COVID19.

Baildon CE Primary School 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.

Where Baildon CE Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders –this will be discuss immediately with the Governors initially and then the Senior Leadership Team.

Children to be signposted to age appropriate practical support from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Support for parents and carers to be shared, to keep their children safe online including:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

In the event of a critical situation in school including bereavement, the Headteacher will liaise with the Diocese, the LA and Governors for guidance and support as to how this should be handled.

Peer on Peer Abuse

Baildon CE Primary School 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 of the Child Protection 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 must be recorded on CPOMS and appropriate referrals made.