

*Marlbrook Primary Teaching School*



*Little Dewchurch CE Primary School*



*St Martin's Primary School*



**COVID-19 school closure arrangements for  
Safeguarding and Child Protection at  
The Marlbrook Teaching School Alliance**

*March 2020*

*Headteacher: Ms T A Kneale CBE*

**Date:**

**30/03/2020**

**Date shared with staff: 01/04/2020**

## **1. Context**

From 20<sup>th</sup> 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 Marlbrook Primary School, St Martin's Primary School and Little Dewchurch CofE Primary School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Sue Jenkins	01432 273633 07427044958	<a href="mailto:sjenkins@marlbrook.hereford.sch.uk">sjenkins@marlbrook.hereford.sch.uk</a>
Deputy Designated Safeguarding Lead	Tracey Kneale	01432 266643 07809331001	<a href="mailto:tkneale@marlbrook.hereford.sch.uk">tkneale@marlbrook.hereford.sch.uk</a>
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Executive Headteacher	Tracey Kneale	01432 266643 07809331001	<a href="mailto:tkneale@marlbrook.hereford.sch.uk">tkneale@marlbrook.hereford.sch.uk</a>
Chair of Governors	Andy Goode	07941747446	<a href="mailto:Andygoode49@gmail.com">Andygoode49@gmail.com</a>
Safeguarding Governor	Joy Carroll		<a href="mailto:Joy.carroll@worc.ac.uk">Joy.carroll@worc.ac.uk</a>

## 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 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.

At Marlbrook, St Martin's and Little Dewchurch Primary Schools we 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 our Designated Safeguarding Lead Sue Jenkins.

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 school will explore the reasons for this directly with the parent.

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

At Marlbrook, St Martin's and Little Dewchurch we will encourage all our vulnerable children and young people to attend a school, including remotely if needed.

### **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 Executive Headteacher, DSL or DDSLs and social workers will agree with parents/carers whether children in need should be attending school – school staff will then follow up on any pupil that they were expecting to attend, who does not. The DSL or DDSL 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.

### **HOW WILL THIS LOOK IN MARLBROOK, ST MARTIN'S AND LITTLE DEWCHURCH PRIMARY SCHOOLS ?**

To support the above, we will, 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, the DSL or one of the DDSLs will notify their social worker.

## **Designated Safeguarding Lead**

Marlbrook, St Martin's and Little Dewchurch schools have a Designated Safeguarding Lead (DSL) and a number of Deputy DSLs.

The Designated Safeguarding Lead is: Sue Jenkins

The Deputy Designated Safeguarding Leads are:

Tracey Kneale – Marlbrook; St Martin's; Little Dewchurch

Sarah Rosser – based at Marlbrook

Jo Morgan – based at Marlbrook

Kelly Wilcox – based at Marlbrook

Marie Tucker – based at Marlbrook

Lauren Gough – based at St Martin's

Kevin Griffin – based at St Martin's

Charlie Briggs – based at St Martin's

Rachel Matthews – based Little Dewchurch and St Martins

Michelle Lewis – based at Marlbrook

Michala Reid – based at St Martin's

Helen Osborne – Marlbrook, Little Dewchurch and St Martin's (Early Years)

Anna Priday – based at Marlbrook

Claire Smethurst – based at St Martin's

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 will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system 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.

It is important that all school staff and volunteers 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 the DSL or a DDSL 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 filling in a cause of concern form or, if not in school, emailing the DSL using a pupil's initials and/or DOB to identify them.

### **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 use a yellow form to report the concern to the executive headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Executive Headteacher should be directed to the Chair of Governors: Andy Goode.

### **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 school, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to one of our schools, 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 deployed staff will be given a chance to meet the safeguarding team in school and will have a copy of who in terms of DSL and DDSLs are on site. They will be given a copy of the child protection policy and confirmation of local processes.

### **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, Marlbrook, St Martin's and Little Dewchurch Schools 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/if Marlbrook, St Martin's and Little Dewchurch 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.

We 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)

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, at Marlbrook, St Martin's and Little Dewchurch we 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.**

As a Teaching School Collaboration, we 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 our staff handbook/code of conduct.

We 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.
- The 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, 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 the Marlbrook Teaching School Alliance to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

## **Supporting children not in school**

At all three schools, Marlbrook, St Martin's and Little Dewchurch, we are committed to ensuring the safety and wellbeing of all our 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, 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.

Marlbrook, St Martin's and Little Dewchurch Primary Schools 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.

Staff in all our schools recognise 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.

Marlbrook, St Martin's and Little Dewchurch 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 our safeguarding logs if necessary.

### **Supporting children in school**

Marlbrook, St Martin's and Little Dewchurch is committed to ensuring the safety and wellbeing of all its students.

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

We 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.

Marlbrook, St Martin's and Little Dewchurch 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.

Where the executive teacher and heads of school have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Governors.

### **Peer on Peer Abuse**

Marlbrook, St Martin's and Little Dewchurch 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 multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on the school system and appropriate referrals made.