



COVID 19 Annex Crossflatts Primary School



Child Protection and Safeguarding Policy Version

Claire Thirkill – DSL – January 2021

This addendum was updated on 11 January 2021 and will be updated regularly in line with Local Authority and National guidance regarding the COVID-19 outbreak within the United Kingdom. This annex adheres to the Government guidance, 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers'.

This annex to the policy seeks to clarify:

- practice around Child Protection and Safeguarding whilst Crossflatts Primary school are fully re-open and making adaptations because of Covid-19.
- practice in relation to the wider opening of primary and secondary schools
- the continued practice and support for those pupils who will continue to access their learning from home.

Staff working within schools at this time must ensure that they continue to work with the best interests of the child at the centre of their practice, remaining alert and vigilant at all times. If a member of staff has a concern about a child, they should act immediately, following the process outlined below. There will be a DSL available at all times – either present at school, or available via phone or video link.

Crossflatts Primary School will ensure that there is a whole institution approach to safeguarding by ensuring:

- there is capacity within school, at all times to enable a DSL to respond to child protection and safeguarding during the pandemic;
- that school is kept up to date with changes to government guidance, policy and materials to support safeguarding
- that there is a clear link between our safeguarding duties and Health and Safety risk assessments

This annex to the main policy will seek to clarify:

- any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need
- what staff should do if they have any concerns about a child
- the continued importance of all staff acting immediately on any safeguarding concerns
- DSL (and deputy) arrangements
- the continued importance for school staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children
- peer on peer abuse – given the very different circumstances schools are operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach)
- what staff should do if they have concerns about a staff member who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns)
- any arrangements to support children the school are concerned about who are 'otherwise vulnerable'/do not meet the 'vulnerable' definition
- what arrangements are in place to keep children not physically attending the school or college safe, especially online and how concerns about these children should be progressed.

Designated Safeguarding Lead (DSL)

- There will be a trained DSL available on-site at all times.
- If the DSL is not present on-site, they will be available via phone or video link (if necessary) to liaise with other professionals.
- In the absence of a DSL due to illness, the most senior member of the Senior Leadership Team (SLT) available will act as DSL (regardless of whether they have undertaken mandatory training or not) in line with the government guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' published 20 May 2020. This means that the SLT member would, if necessary, have access to child protection files, and would liaise with the off-site DSL and social workers.
- In the case of an allegation against a member of staff, DSLs should make the usual referral to the Local Authority Designated Officer (LADO).
- The DSL (or deputy) will provide support to teachers and support staff to ensure that contact is maintained with children (and their families) who are not yet returning to school.
- DSLs will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups, such as the regular meetings between DSLs.
- The DSL will ensure that if they have a student receiving support from Channel, they follow the government guidance on 'prevent management guidance for schools and colleges', found [here](#).

Opening for vulnerable children and those of critical workers

- Staff may identify new safeguarding concerns about individual children as they see them in person and should be aware to be vigilant for these.
- It is important that relevant safeguarding and welfare information held on all children (including returning children) remains accurate on CPOMS.
- The DSL should be aware and make provision for any children who are accessing education. All statutory duties and responsibilities apply to any children or young people onsite.

Vulnerable children

- Children are defined as vulnerable if they have an allocated social worker or are in receipt of an EHCP and it is determined, following risk assessment, that their needs can be as safely or more safely met in the school.
- Home visits should be conducted, only as a last resort, if no other contact can be made
- Other children may be considered as vulnerable if they are on the edge of the threshold for receiving other external agency support, have a targeted early help plan, or a SEND diagnosis/more complex SEND. DSLs and SENDCos will identify these children and offer provision and additional support as appropriate.
- The expectation is that children who have an allocated social worker will attend offered provision, unless they are self-isolating due to Coronavirus symptoms (either themselves or a family member), they, or a family member are shielding, or their social worker agrees that they are safe at home.
- If a child has an allocated social worker, and should be attending provision, the social worker will be informed on the same day if they do not attend.
- We will continually review the attendance of our most vulnerable learners with social workers.
- We will make adequate staffing adjustments and review transport arrangements to ensure there are no practical barriers to attendance.
- We will review registers daily and prioritise following up the absence of vulnerable children.
- As settings prepare for wider opening, they should continue to offer places to vulnerable children and young people and should look to bring back more children and young people with EHC plans in these

target year groups. Their return should be informed by their risk assessments, to help educational settings and local authorities ensure that the right support is in place for them to come back.

- Children who are looked after (CLA) will be reviewed individually, we will work with social workers and carers to agree the safest and most stable way for them to access learning.
- If children with an allocated social worker are struggling to attend, a risk assessment will be carried out in conjunction with social care regarding transport.
- Children who are identified as vulnerable, have a designated member of SLT who will contact the family by phone, at least weekly.

Attendance

- **All children will be expected to remain at home, unless they are considered vulnerable or are children of critical workers.**
- If expected students do not attend, who have been allocated a place, this will be followed up on the same day by staff to find out why they have not attended.
- If a vulnerable child (who has an allocated social worker) does not attend, the social worker will be informed on the same day. This will also be followed up with parents to discuss reasons for non-attendance.
- The DFE attendance register will be completed online each day, before 2pm.

Staffing

- Any new staff will be in receipt of an induction from the DSL. This will be carried out by sharing training with the staff member.
- All new staff members will be provided: a copy of the schools Protection and Safeguarding Policy; any new local safeguarding arrangements; the current DSL arrangements and a CPOMS login and training. They should read Part 1 of KCSIE (2020) and sign to confirm.
- School staff will only be used to support education and childcare during this time. Volunteers will not be working within the school.
- All staff newly employed will have had the same safeguarding and safer recruitment checks as any other staff member.
- If schools are interviewing for new staff during this time, they should follow current guidance.

Mental health provisions

- Crossflatts Primary School, recognise that negative experiences and distressing and sometimes traumatic life events, such as the current circumstances, can affect the mental health of children and their parents. Support will be offered by school on a case by case basis.
- Staff will need extra guidance in preparation for a wider reopening of school and the impact of the pandemic on children's mental health and wellbeing. This should include changes in behaviour and demeanour for those returning to school, and the mental health of those continuing to work from home.

Online safety for those attending school

- Whilst students are in school, they will continue to access the usual IT systems. Crossflatts 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.

Online safety whilst learning at home

- Young people are particularly vulnerable to grooming and to accessing inappropriate material during this period and school should have online safety information published prominently on their website for parents and

learners; sending regular updates as needed. DSLs/School leaders should contact the police if there are any serious concerns raised.

- Online learning offered by school during this time will follow the same procedures set out in the school's behaviour policy and addendum, and will be followed up in this way, including the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.
- Students will be offered an appropriate way of reporting any concerns whilst online, for example, a school email address.
- Students will be provided with advice and resources whilst working from home about staying safe online that are appropriate for their age group.
- Parents will be provided with guidance from the school around keeping their children safe online whilst working at home.
- School will only promote known and trusted educational platform/s.
- Further information regarding online safety whilst away from provision can be found in the school behaviour policy addendum. Staff and students should also read the School's Online Safety Policy.

Staff and Students and The Use of Technology for Online/ Virtual Safety

- The use of technology does present risks, some of which are particular to this medium.
- Teachers must be aware that risk of allegation and also the misuse of any recording cannot be entirely eliminated, although it can be minimised by following very strict protocol.
- Any decision to use technology interactively must be thought through very carefully and there must be strict guidelines for staff, students and parents to follow.
- We recognise that not all our pupils have access to the appropriate technology and the work we provide is never solely reliant on technology.
- All platforms such as DOJO will be used with the permission of the Headteacher
- Any interaction with learners by email or by any online platform will be conducted with the same level of professional formality as would be expected in the classroom and as expressed in the Professional Conduct Policy.
- Use parents' or carers' email addresses or phone number to communicate with pupils, unless this poses a safeguarding risk. Use school accounts to communicate via email or online platform, never personal accounts.
- If staff members are accessing families contact details at home they should comply with the Data Protection Act 2018.
- Staff should contact students by phone in the same way that they may during usual working practices.
- The DSL will ensure that students and parents are regularly reminded that online safety is paramount, and advice on how to safeguard is given and publicised on websites.
- 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 following the guidance in the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, and where there is immediate risk of serious harm, to the police.

The guidelines detailed below are to ensure the safety of staff and pupils and should be adhered to at all times. It is important that senior leaders in schools are aware of any live conferencing and live streaming of lessons that are taking place daily and these are logged for reference:

Pre-recorded learning

- Where videos are provided, staff will follow the expected protocol for example, dress code followed, de-personalised space, neutral background, professional dialogue etc.
- All video interaction if it is agreed to go ahead, must be recorded, data protection must be taken into account. If staff want to record something to send to pupils this should be a 'oneway street' e.g. a YouTube video, broadcasts, podcasts.

Online video conferencing

- Parental consent must be sought before any interactive video sessions are provided and parents will be informed that sessions will be recorded and for what purpose. We would advise parents to supervise sessions where possible.
- No beds / bedrooms should be visible. If pupils are learning at a desk in a bedroom ask pupil to point camera away from anything that identifies the room as a bedroom, e.g. an innocuous wall.
- All should use appropriate language and be dressed appropriately.
- Pupils should be given the option of audio only to protect privacy if they wish.
- If the call is to be recorded specific consent must be sought from the pupil and the parent. This can be done by e-mail prior to the call. The e-mails should be retained. This only needs to be done once, but care needs to be taken to ensure that pupils are not included in a call without the prior consent.
- Consider the appropriate use of microphones and chat functions.

Individual welfare call

- Any one-one sessions, for example pastoral care meetings or welfare meetings online should be conducted by phone.

Live Streaming (Zoom calls)

- If live video and audio is being used, as with pre-recorded learning this should also be recorded to protect the teacher against any allegations.
- The session would normally be recorded for teaching and learning purposes and can be reviewed later.
- There will always be 2 members of staff present at a zoom call.
- All live classes should be kept within half an hour.
- All live zoom calls must be recorded and will be stored, should any complaints which may arise, need investigating. Recordings will be stored for 12 months.
- Parents will be clearly informed and will give consent for their child to participate in live lessons.
- See attached consent letter for parents.

Review and Adaptation

The school will keep the arrangements detailed in this addendum under review. Risk assessments for individual learners are to be monitored by relevant pastoral staff. Amendments to operational procedures will be made as required and will be clearly communicated to all staff, learners and parents. A thorough review of the addendum will be undertaken at each phase of re-opening, as the number of learners admitted to school alters.

Monday 11th January 2021

IMPORTANT LETTER FOR ALL PARENTS / CARERS

Consent letter for parents to allow children to access online learning from home.

Please read the information below, confirming consent for your child to access our online learning offer and acknowledging and understanding of the offer that we are making. Please give your consent by messaging your child's class teacher through our DOJO platform. To enable your child to take part in online learning, including the weekly zoom sessions, we must have consent.

At Crossflatts Primary School, we like to keep up to date with you and your children. To do this, as you know, we are using a platform called dojo for our pre-recorded online lessons and we will use 'zoom' for our weekly online video-calling. We will be using a school account for these so all you need to do is download the dojo app and the zoom app.

All of our lessons will be pre-recorded and can be accessed at any time, with the exception of the weekly zoom call, on a Friday. All pre-recorded lessons will be saved on the dojo platform. When we make our video call, we will always send you an email first with the video link and the time. When we make the video call, please make sure the computer is in a suitable place, not in a bedroom or bathroom for example.

For your child's safety and that of all concerned, we will record our zoom call with you. The recordings are kept on the school servers for 12 months and no-one is permitted to view them, without good reason and with permission from the Headteacher.

We will ensure that there are always two adults on the video call and wherever possible, parents to be alongside their child, when the video takes place. There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any content of the video call.

If you would like any information with regard to safeguarding your child, while they are online, please contact Claire.thirkill@crossflatts.bradford.sch.uk

It is important that we continue to protect staff and pupils, during the time we are learning from home and leading learning from home. In school, we have stringent safeguarding measures in place and this is increasingly difficult to control when pupils are learning at home.

We ask that you confirm with written consent that you are happy for your child to access our online learning and you understand the expectations. Please message the teacher as soon as possible as it is statutory that we have written consent from every parent.

I understand the online learning offer that Crossflatts Primary School are making, and I give my consent for my child 'X' to access our offer.

Kind regards

Take care. Stay Safe.

Claire Thirkill