



# Castlethorpe First School

## COVID-19 school closure arrangements Safeguarding and Child Protection

### Appendix to Safeguarding Policy 2020 (updated June 2020)

#### 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 whose parents are critical to the COVID-19 response – who absolutely need to attend. Schools were also asked to provide care for vulnerable children.

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the DFE and our local authority (LA)

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan

#### Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online



## Key contacts

| Role                         | Name            | Contact number | email   |
|------------------------------|-----------------|----------------|---|
| Designated safeguarding lead | Julie Baldwin   | 07818837501    | Julie.baldwin@castlethorpe.milton-keynes.sch.uk |
| Deputy                       | Emma Pearson    | 07799554977    | office@castlethorpe.milton-keynes.sch.uk        |
| Chair of gov's               | Gavin McDermott | 07850436115    | gavin@holmsteadhouse.org.uk                     |

## Attendance/Registration

Although many of our children will not be attending school during this period of wider opening, we will now be completing our usual attendance registers and following our usual procedures to follow up on non-attendance of children we expect to be in school.

In these cases we will:

- Follow up on their absence with their parents or carers

- Notify their social worker, where they have one

A register of children in school will now be recorded each morning and afternoon by the class teacher. A return will be made to the DFE daily (BM or Head in her absence)

If staff or children develop a temperature or a new persistent cough they must not come into school and must follow the latest self-isolation advice. If we find that we cannot safely staff the school the head will seek advice from the LA for up to date advice.

The school will not use volunteers or staff from other schools during this period.

## Vulnerable Children

These include those who have a social worker (1) and/or an EHC plan (0).

These children will now be attending school on a daily basis.

The DSL will either be onsite or contactable at any time (see above) and the MASH team have home contact details for the DSL.

## 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 can be found on the school website and in the staffroom for when staff are in school.

Staff are reminded that they need to report a concern immediately and this can be done by phoning the DSL.

(Concern about the head teacher should be directed to the Chair of governors Gavin McDermott)



## **Online safety**

We will continue to provide a safe environment in school, this includes online safety. Where children are using computers in school, appropriate supervision will be in place and children will only access sites that the teacher is familiar with and have assessed.

We will make sure parents and carers are aware of the potential risks to children online and the importance of staying safe online. Parents will know what our school is asking children to do online as all information will be sent directly to parents. Parents have received a 'Purple Mash' news letter with information about e safety for them to read.

## **Supporting children not in school**

The school will not deliver virtual lessons as this is not something that we have experience of, but as a school, we will maintain a contact with parents through our closed Facebook page without any individual teacher expectation of frequency of contact. From June 1<sup>st</sup> activities and lessons posted will match the lessons and activities done in school this will ease workload for staff and give part time children continuity.

Staff will be mindful of the mental health of pupils and their parents in these unusual circumstances and activities will be optional and include lots of practical and outdoor activities.

We will continue to send further suggestions of activities, websites to access etc using the closed Facebook page. There will be no expectation of handing work in.

If parents need added support this should be done via email to the office e mail (so SLT can support) or teacher's school e mail and during the normal working day unless there is a safeguarding issue.

## **Supporting children in school**

The head teacher will ensure that a rota is in place which ensures our two bubbles are maintained at all times.

Staff should not be in school (except the business manager and the head for other work requirements) except when on the rota for working with children or cleaning the school at the end of the day.

Staff and children must wash their hands on entry and parents do not enter the building.

Correct social distancing will be aimed for within school.

Children must bring their own snack and water bottle but a packed lunch will be ordered for them.

Staff need to clean tables and equipment with appropriate cleaning materials (consult with BC). BC to ensure all windows are shut at the end of every day and put the dishwasher on. BC to advise on additional cleaning rota with AA and ensuring bins are emptied, paper towels and soaps are replenished.



## **First Aid**

All staff have basic first aid training. Our paediatric first aiders are Emma Pearson and Belinda Crompton who can be contacted for advice but in the case of an emergency staff should dial 111 contact parents and inform the head.

Extra attention is needed by staff to supervise children's play so as to avoid potential accidents.

All staff need to be vigilant and inform the head or the BM if any obstructions or hazards are noticed in school.

## **Recruiting new staff**

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

## **Children attending other settings**

If children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

The reason(s) why the child is considered vulnerable and any arrangements in place to support them

The child's EHC plan, child in need plan, child protection plan or personal education plan

Details of the child's social worker

Details of the virtual school head

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

A member of Castlethorpe staff (HT unless self-isolating) will meet any of our children on the first day of attending another setting. Ongoing arrangements will then be determined by the HT of the receiving school to comply with safeguarding advice from the LA.



### **Monitoring arrangements**

This policy will be reviewed as guidance from local safeguarding partners, the LA or DfE is updated, At every review, it will be shared with governors and approved by chair of governors, shared with all staff via e mail, displayed on staffroom notice board and posted on governor hub for the full governing board.

### **Links with other policies**

This policy links to the following policies and procedures:

Child protection policy

Staff code of conduct

IT acceptable use policy

Health and safety policy

Online safety policy

Whistle-blowing

**June 2020**