

ANNEXE 1



COVID-19 school closure/ partial reopening
arrangements for Safeguarding and Child Protection
at Ludlow Primary School

(additional document Ludlow Primary School Child Protection and
Safeguarding policy 2019-20)

Date: 30th March 2020

Reviewed : 29th May 20

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 Ludlow Primary School Child Protection and Safeguarding policy contains details of our individual safeguarding arrangements. We will follow [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#) and regularly review as and when more pupils return to school.

1. Context	2
3. Vulnerable children	3
4. Attendance monitoring	4
5. Designated Safeguarding Lead.....	5
6. Reporting a concern	6
7. Safeguarding Training and induction.....	7
8. Safer recruitment/volunteers and movement of staff.....	7
9. Online safety in school.....	8
10. Children and online safety away from school.....	8
11. Supporting children not in school	9
12. Supporting children in school	9
13. Peer on Peer Abuse	10
14. Supporting children's mental health and well-being.....	10
15. Support from the Multi-Academy Trust	11

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Kate Mather Headteacher	01584 872765	Kate.mather@ludlowprimaryschool.co.uk
Deputy Designated Safeguarding	Matt Hood Deputy Head	01584 872765	Matt.hood@ludlowprimaryschool.co.uk
Deputy Designated Safeguarding	Kim Pearce Family support	01584 872765	Kim.pearce@ludlowprimaryschool.co.uk
Deputy Designated Safeguarding	Ruth Cummings Family support	01584 872765	Ruth.cummings@ludlowprimaryschool.co.uk
DHMAT Safeguarding Lead	Andrew Teale	01584 838880	a.teale@dhmat.org.uk
Chair of Governors	Kevin Bryant		Kevin.bryant@ludlowprimaryschool.co.uk kevbry1957@gmail.com
Family support worker	Paula Marshall	07591296398	P.Marshall@ludlowschool.com

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 or college 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.

Ludlow 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 **Linda Mellish**

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

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

Ludlow 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 to complete their usual day-today attendance processes to follow up on non-attendance.

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

School 'attendance' and engagement

If a child is expected to attend school but does not arrive, normal procedures should be followed.

The Education Welfare Officer will be in regular contact with the school to monitor engagement with distance learning arrangements and to review the attendance of vulnerable children

Parents and carers will not be penalised if their child does not attend educational provision. Section 444(1) and 1(A) of the Education 1996 has been disapplied and will be reviewed on 31st May 2020.

Ludlow Primary School should resume taking their attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

Designated Safeguarding Lead

Ludlow Primary School has a Designated Safeguarding Lead (DSL) and three Deputy DSL.

The Designated Safeguarding Lead is **Kate Mather**

The Deputy Designated Safeguarding Leads are: **Matt Hood, Kim Pearce, Ruth Cummings**

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 - 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 will be **Nicola Grant** (Assistant Head)

This might include updating and managing access to child protection online management system, MY CONCERN 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 Ludlow Primary School staff and volunteers have access to a trained DSL (or deputy). On 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.

The DSL (or deputies) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school. Where staff use personal phones to make calls, they should withhold their personal number.

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 **MY CONCERN**, which can be done remotely.

In the unlikely event that a member of staff cannot access their My CONCERN from home, they should email/ the Designated Safeguarding Lead and deputy DSLs. This will ensure that the concern is received.

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

Our School recognises that there will be challenges as children start to return to school after lockdown. Ludlow Primary School will ensure that there are opportunities for staff members to have conversations with children to discuss their experience of being at home during lockdown. The school recognise that some children will have been exposed to further abuse and neglect and will therefore provide opportunities to enable children to talk about any worries they may have. Ludlow Primary School will do this by 1:1 conversations, PSHE and, wellbeing focus sessions, worry box on each site. Wellbeing coordinator and school counselor available as needed.

Where staff are concerned about an adult working with children in the school, they should report the concern to the 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 Headteacher should be directed to the Chair of Governors: Kevin Bryant.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

Multi-agency safeguarding arrangements

For the most vulnerable pupils, staff should attend CP and CIN meetings where possible. These are currently being held remotely. If you are unable to attend, it is vital that a report is submitted.

Strategy meetings also continue to be held and DSLs should undertake their duties in the same way as before, but meetings will be held virtually.

For advice relating to reporting procedures, please refer to Ludlow Primary School Child Protection and Safeguarding Policy.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. All DSL/DDSL had update training September 19. Further training can be accessed as needed through online training.

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 Ludlow 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 the Trust, schools should seek assurance from the Diocese of Hereford Multi Academy Trust (MAT) HR Manager 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.

The DSLs (and deputies) at Ludlow Primary School will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via Shropshire Safeguarding Community Partnerships, newsletters and professional advice groups including Andrew Hall Safeguarding weekly updates and national online safety membership.

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, Ludlow 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 Ludlow 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.

Ludlow 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.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school have concerns about the individual, they may obtain a new check in the usual way.

Ludlow 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, school name 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

Ludlow 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

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 DHMAT code of conduct.

Ludlow Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Supporting children not in school

Ludlow 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 MY CONCERN, 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.

Ludlow 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.

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

Ludlow 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 MY CONCERN.

Contact with the children and families will be maintained regularly through class dojo, and Teachers, making weekly teachers phone calls to families to check on well-being. Where possible the staff try to speak with the child on the phone during the contact.

Vulnerable children have been identified using the Shropshire Audit tool and assessment of risk. Enhanced contact is maintained with these families by the DDSLs/ family support worker and SENDCo. Where needed the school also works with the EWO to monitor family engagement. All contact with these children and families are recorded on their My Concern Chronology. The SEND / EHCP children are also monitored weekly by the SENDCo. Where the school has concerns the case is escalated to the DSL/DDSL who then follows the school referral procedure set out in the main safeguarding and child protection policy.

Supporting children in school

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

Ludlow Primary School 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.

Ludlow 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 handwashing and other measures to limit the risk of spread of COVID19. See Ludlow Primary school risk assessment May 20

Ludlow 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 MY CONCERN.

Ludlow Primary School has updated the current Behaviour policy with an addendum for use during the arrangements for education of students in school during the Covid-19 partial school closures. It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying Policy, E-Safety Policy and Peer-on-Peer Abuse Policy.

Where Ludlow Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

Peer on Peer Abuse

Ludlow 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 My CONCERN and appropriate referrals made.

Supporting children's mental health and well-being

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where they have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, schools and colleges should ensure appropriate support is in place for them.

DfE guidance on [mental health and behaviour in schools](#) will be used to help with identifying children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Ludlow Primary School will support children by (wellbeing/ PSHE sessions, material to support on the school website for parents and carers. 1;1 or small group wellbeing support and counselling as needed) and may use Targeted Early Help services to support some pupils. Some pupils who may be still at home will be supported over the phone.

Teachers should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home,

including when setting expectations of childrens' work. The department has provided separate [guidance on remote education practices](#) during the coronavirus outbreak.

For further information please contact:

Jane Parsons jane.parsons@shropshire.gov.uk or Caroline Ewels caroline.ewels@shropshire.gov.uk

If your query relates to Early Years settings, please contact Fiona Purslow fiona.purslow@shropshire.gov.uk

Support from the Diocese of Hereford Multi-Academy Trust (DHMAT)

The Multi-Academy Trust (DHMAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.