

AMENDED

COVID-19 arrangements for safeguarding and child protection at:

John Hampden and Tetsworth Primary Schools' Federation



School name: John Hampden and Tetsworth Primary Schools' Federation

Policy owner: Designated Safeguarding Leads

Date: 30.03.2020

Date shared with governors and trustees: 31.03.2020

Date shared with staff: 03.04.2020

Adapted by Alison Beasley, Designated Officer and Manager of the Education Safeguarding Advisory Team

With thanks to Louis Donald, Trust Safeguarding Manager at the Stowe Valley Multi Academy Trust and Andrew Hall , <https://www.safeguardingschools.co.uk/andrew-hall>

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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 **John Hampden and Tetsworth Primary Schools' Federation Safeguarding and Child Protection Policy** contains details of our individual safeguarding arrangements in the following areas:

1. **Context**.....
2. **Key contacts**
3. **Vulnerable children**.....
4. **Attendance monitoring**.....
5. **Designated Safeguarding Lead**
6. **Reporting a concern**.....
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10. **Children and online safety away from school and college**.....
11. **Supporting children not in school**
12. **Supporting children in school**
13. **Peer on Peer abuse**.....

2. Key contacts

Key Personnel	Name (s)	Contact details
Designated Safeguarding Lead (DSL)	JHS: Ms. Katherine Rose Mrs. Sarah weston TPS: Mrs. Alison Charlton	01844 212291 krose@john-hampden.oxon.sch.uk 01844 212291 sweston@john-hampden.oxon.sch.uk head.2456@tetsworth.oxon.sch.uk 01844 281328
Deputy DSL(s)	JHS: Mr. Paul Hankey Mrs. Laura Craig TPS: Mrs. Sara Bestley	01844 212291 head.2591@john-hampden.oxon.sch.uk 01844 212291 lcraig@john-hampden.oxon.sch.uk sbestley@tetsworth.oxon.sch.uk 01844 281328
School's named 'Prevent' lead	JHS: Ms. Katherine Rose Mrs. Sarah Weston TPS: Mrs. Alison Charlton	01844 212291 krose@john-hampden.oxon.sch.uk 01844 212291 sweston@john-hampden.oxon.sch.uk head.2456@tetsworth.oxon.sch.uk 01844 281328
Nominated Safeguarding Governor	Mrs Rachel Caseby	01844 212291 head.2591@john-hampden.oxon.sch.uk 01844 281328 head.2456@tetsworth.oxon.sch.uk
Chair of Governors	Mr. Chris Bradford	01844 212291 head.2591@john-hampden.oxon.sch.uk 01844 281328 head.2456@tetsworth.oxon.sch.uk
Education Safeguarding Advisory Team / Local Authority Designated Officers (LADOs)	Alison Beasley Donna Crozier Sandra Barratt Charlotte Allen	01865 810603 Lado.safeguardingchildren@oxfordshire.gov.uk
Locality Community Support Service (LCSS) worker	Anna Wozniak	Anna.wozniac@oxfordshire.gov.uk 07917 534397
Multi Agency Safeguarding hub (MASH)	Katrina Johnson	0345 050 7666
Out of hours Emergency Duty Team (EDT)		08450 507666
Police		101 or in emergencies 999

3. 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 plans (EHCP).

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. This may include children where there is a Team around the Family.

Those with an EHCP 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 or more likely to be offered virtual platform face to face support. Many children and young people with EHCPs can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

The Headteacher and Designated Safeguarding Leads (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.

John Hampden and Tetsworth Primary Schools' Federation 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 (VSH) for looked-after and previously looked-after children. The lead person for this will be: Ms Katherine Rose (JHS) and Mrs Alison Charlton (TPS).

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 is unable, for health reasons, or does not wish to bring their child to an education setting, and their child is considered at risk or vulnerable at home, the social worker will explore the reasons for this directly with John Hampden and/or Tetsworth Primary Schools Safeguarding Leads and the parent. We as Federated Primary schools will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents are concerned about the risk of the child contracting COVID19, the appropriate adults from the John Hampden and Tetsworth Primary Schools and/or the social worker working with the family will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The John Hampden and Tetsworth Primary Schools' Federation will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. 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.

John Hampden and Tetsworth Primary Schools and social workers will agree with parents/carers whether children in need should be attending school – John Hampden and Tetsworth Primary Schools will then follow up on any pupil that they were expecting to attend, who does not. John Hampden and Tetsworth Primary Schools 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.

This will be via a telephone conversation or if not possible, via email.

To support the above, John Hampden and Tetsworth Primary Schools 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 the provision offered by their place at school, or discontinues, John Hampden and Tetsworth Primary Schools will notify their social worker.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

The attendance data will also be shared with the Local Authority attendance team Attendance@oxfordshire.gov.uk.

5. Designated Safeguarding Lead

John Hampden and Tetsworth Primary Schools Federation have a Designated Safeguarding Lead (DSL) and a Deputy DSL for each campus.

- The Designated Safeguarding Leads at John Hampden Primary School are: Ms Katherine Rose and Mrs Sarah Weston
- The Designated Safeguarding Lead at Tetsworth Primary School is: Mrs Alison Charlton

- The Deputy Designated Safeguarding Leads at John Hampden Primary School are : Mr Paul Hankey and Mrs Laura Craig
- The Deputy Designated Safeguarding Lead at Tetsworth Primary School is a Mrs Sara Bestley.

A member of the DSL team will always be available during school hours. The optimal scenario will be to have a trained DSL (or deputy) available on site.

Where this is not possible then a trained DSL (or deputy) will be available to be contacted via phone, online video or email.

When a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for co-ordinating safeguarding on site e.g. by 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.

All our staff and volunteers have access to a trained DSL (or deputy) and each day staff on site will be made aware of who that person is and how to contact them.

Throughout the closure the DSLs from both schools will continue to engage with social workers, and be part of all multi-agency meetings eg. by using conference call facilities or remote access such as Zoom.

6. 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 remotely.

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received. They should text the DSL and Headteacher to ensure that they are both aware that a report has been e-mailed to them.

Staff, Governors and Volunteers 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 continue to follow our normal procedures and alert the headteacher immediately. The headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as detailed in our main policy. 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: Mr Chris Bradford.

7. Safeguarding Training and induction

All but on-line DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/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 DSLs from each school will 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 either of our Schools, 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if an Oxfordshire school), confirmation of local processes and confirmation of DSL arrangements.

8. 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, John Hampden and Tetsworth Primary Schools Federation 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 our Schools 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.

John Hampden and Tetsworth Primary Schools Federation 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. See paragraph 163 of KCSIE, in line with advice from the LADO where appropriate.

John Hampden and Tetsworth Primary Schools' Federation 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 we are aware, on any given day, which staff/volunteers are in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. Therefore John Hampden and Tetsworth Primary Schools' Federation will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools and colleges

John Hampden and Tesworth Primary Schools' Federation 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.

10. 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.

John Hampden and Tetsworth Primary Schools' Federation will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things staff will consider when using virtual access, especially where webcams are involved:

- 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 interaction should be recorded so that if any issues were to arise, the video can be reviewed.
- Live interactions 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 agreed with the headteacher /Head of Teaching and Learning to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

All staff who are part of the John Hampden and Tetsworth Primary Schools' Federation will adhere to guidance contained within the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

11. Supporting children not in school

John Hampden and Tetsworth Primary Schools' Federation 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 will ensure that a robust communication plan is in place for that child or young person.

The communication plans can include; remote contact and/or phone contact. Other individualised contact methods (e.g door step contact in-line with the Government 2 metre social distancing mandate) should be considered and recorded.

John Hampden and Tetsworth Primary Schools' Federation and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will 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.

John Hampden and Tetsworth Primary Schools' Federation 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 our school need to be aware of this in setting expectations of pupils' work where they are at home.

John Hampden and Tetsworth Primary Schools' Federation 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.

12. Supporting children in school

John Hampden and Tetsworth Primary Schools' Federation is committed to ensuring the safety and wellbeing of all its students.

John Hampden and Tetsworth Primary Schools' Federation 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.

John Hampden and Tetsworth Primary Schools' Federation 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.

John Hampden and Tetsworth Primary Schools' Federation 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.

13. Peer on Peer Abuse

John Hampden and Tetsworth Primary Schools' Federation 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 ensuring the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

All staff will be sent this additional policy to read and will sign to say they have read and understood the content.

If staff are working from home they will be asked to email confirming the above.