

# Townhill Junior School



## COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Townhill Junior School

<b>Approved by:</b>	Riverside Federation on 15 <sup>th</sup> April 2020
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## 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 Townhill Junior School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the areas listed in the contents table above.

## 2. Key School Contacts

Role	Name	Email
Designated Safeguarding Lead & Headteacher	Sian Carr	<a href="mailto:head@townhilljuniorschool.co.uk">head@townhilljuniorschool.co.uk</a>
Deputy Designated Safeguarding Lead & Deputy Head	Nick Humphries	<a href="mailto:nhumphries@townhilljuniorschool.co.uk">nhumphries@townhilljuniorschool.co.uk</a>
Deputy Designated Safeguarding Lead & SENCO	Jenny Parker	<a href="mailto:jparker@townhilljuniorschool.co.uk">jparker@townhilljuniorschool.co.uk</a>
Chair of Governors	Matt Bishop	<a href="mailto:chairofgovernors@bitterneparkschoolorg.onmicrosoft.com">chairofgovernors@bitterneparkschoolorg.onmicrosoft.com</a>

### **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 (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), have the flexibility to offer a place to those on the edge of receiving children's social care support.

Townhill Junior 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: Sian Carr.

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 Townhill Junior School will explore the reasons for this directly with the parent.

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

Townhill Junior School 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.

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

## **5. Designated Safeguarding Lead**

Townhill Junior School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sian Carr

The Deputy Designated Safeguarding Leads are: Nick Humphries & Jenny Parker

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 school leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system (CPOMS) 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 Townhill Junior 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 attend all multi-agency meetings, which can be done remotely.

## **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 via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, the Headteacher. This will ensure that the concern is received.

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 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 on the telephone and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Matt Bishop at [chairofgovernors@bitterneparkschoolorg.onmicrosoft.com](mailto:chairofgovernors@bitterneparkschoolorg.onmicrosoft.com)

## **7. Safeguarding Training and Induction**

DSL update 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 Townhill Junior 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 across the Local Authority, schools should seek assurance from the home school setting 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.

## **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, Townhill Junior 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 Townhill Junior 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.

Townhill Junior 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.

Townhill Junior 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](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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Townhill Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## 9. Working Remotely

Schools should continue to ensure that appropriate filters and monitoring systems ([www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring](http://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring)) are in place to protect children when they are on-line using the settings IT systems of recommended resources.

Schools need to consider contingency plans for ensuring that there are staff identified who have the technical knowledge to be able to maintain the safe IT systems, and what the contingency is should they fall ill/ be unavailable.

At Townhill Junior School this should be directed to the IT Technician, Roger Fressanges, who can be contacted on the following email:

[rfressanges@townhilljuniorschool.co.uk](mailto:rfressanges@townhilljuniorschool.co.uk)

The following links support governing bodies and proprietors to assure themselves that any new/changed arrangements continue to effectively safeguarding children on-line <https://www.gov.uk/government/publications/online-safety-in-schools-and-colleges-questions-from-the-governing-board>

The following link provides support for professionals with any online safety issues they face. <https://saferinternet.org.uk/helpline/professionals-online-safety-helpline>

For many settings this will be a time where the use of on-line learning has been introduced or expanded. This can create gaps in safe and acceptable use for adults and children and young people without full assessment of processes and understanding clearly set out regarding acceptable use.

As stated, it is recommended that the acceptable use of technology, including social media policies are reviewed and clarified with all staff, and pupils at this time. It is likely that with such an increased usage of on-line learning at this time current policies may require an addendum to cover practice during COVID19. Schools will need to decide this in context.

The principles set out in the guidance for Safer working practice for those working with children and young people in education settings published by the safer recruitment consortium (<https://www.saferrecruitmentconsortium.org>) may help leaders satisfy themselves that their staff behaviour policy/code of conduct is robust for the changed circumstances.

Staff will need to ensure that any sensitive information is stored or discussed in as secure a manner as is possible given each workers home working circumstances.

Settings will need to ensure that any change processes are in line with Data Protection Act 2018 and GDPR requirements.

As most children will not be physically attending school it is important that staff continue to look for signs if children are at risk, and continue to record in school systems, or revised school systems anything noticed, however small.

## **10. Online Safety in Schools and Colleges**

Townhill Junior 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.

## **11. 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 school code of conduct.

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

Virtual lessons are to be rare and home learning should be provided without the need to film lessons. However if virtual lessons have been agreed by either the headteacher, the deputy head teacher or the Director of teaching and learning these are the 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 Townhill Junior School to communicate with pupils. This may include Facebook groups approved by the headteacher in advance
- Staff should record the length, time, date and attendance of any sessions held.

## 12. Supporting Children not in School

Townhill Junior 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 the log sheet in the SENCOs office, as should a record of contact they have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Townhill Junior School and its DSLs 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.

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

Townhill Junior 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 CPOMS.

Keeping children and young people safe when most of the learning, for most pupils, will be provided through an on-line platform accessed by parents or themselves is a priority. Clear reporting mechanisms for reporting concerns when on-line, as well as reporting routes back to school and through other organisations such as:

- Childline: <https://childline.org> or 0800 11111
- UK Safer internet centre to report harmful content <https://reportharmfulcontent.org>
- CEOP for advice about making a report about online abuse <https://ceop.police.uk/safety-centre>

Resources should be checked before issuing – if they are on-line, and it should be encouraged that pupils work whilst accessing on-line resources within the school's system, if possible so the systems filters can be applied.

Communications to parents should set out as clearly as possible what children and young people will be asked to access, and which adults will be communicating with their children during this time.

Parental information so as parents feel confident that they can, if they are seeking additional support such as on-line tutoring, ensure they can request information that reassures them the provider is a reputable company or person and trusted with access to their children.

Parental information set out below sign posting where support for parents and carers to keep their children safe on-line can be found should be shared with all parents and carers:

- Internet matters <https://internetmatters.org>
- London Grid for Learning <http://lgfl.net/online-safety>
- Net-aware <https://net-aware.org.uk> support form the NSPCC for parents
- Parent info <https://parentinfo.org>
- Thinkuknow <http://thinkuknow.co.uk> advice from the National Crime Agency
- UK Safer Internet Centre <https://www.saferinternet.org/advice-centre/parents-and-carers>

### **13. Supporting Children in School**

Townhill Junior School is committed to ensuring the safety and wellbeing of all its students.

Townhill Junior 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.

Townhill Junior 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.

Townhill Junior 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 CPOMS.

Where Townhill Junior School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the headteacher or deputy head (in the head's absence) will discuss them immediately with the Local Authority.

### **14. Peer on Peer Abuse**

Townhill Junior 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 multi- agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

## **15. Contact with other children for whom there may be concerns but were not offered a place in the care provision process**

Schools should develop a process whereby they can establish regular contact, within specific guidelines and acceptable use of technology processes and staff behaviour policy/code of conduct with other pupils on roll at their setting.

This will be important to support children's mental health and well-being as the current societal challenges relating to COVID19 and individual family circumstances will inevitably be more challenging for many children.

It should also be designed to retain the sense of belonging a child and young person has with their current educational setting which should support re-establishment of normal expected patterns of regular attendance once the system returns to an educative rather than care function.

It will enable schools to report any concerns regarding the safety of children who are not open to Children's Social Care as effectively as possible in the current circumstances. Concerns should be recorded in the same, if necessary, amended processes that are in place through the DSL, deputy or named senior safeguarding on-site lead.

Recording of concerns should occur as outlined earlier.

## **16. Employment and exploitation of young people (updated 7/4/20)**

Child employment is governed by legislation and regulations to safeguard and protect children and young people and even more so now in light of COVID19 which has brought new restrictions in relation to social distancing and the message to stay at home and save lives.

During this time Southampton City Council have taken the decision to temporarily cease Child Work Permits and will not be processing any more requests for work permit applications. As a result of this any child or young person found to be working will be doing so illegally and the employer of that child would be breaking the law in line with The Children and Young Persons Act 1933, and Southampton City Councils Byelaws exercised within sections 18(2) and 20(2) of said act.

We are regularly reviewing this guidance in line with National Government advice and the advice from the Chief Medical officer.

We are aware that people want to help, including children, and we are becoming aware that young people are offering their help and support to vulnerable people in order to support their local communities. Whilst this is not against the law, it does mean there is an increased opportunity to potentially exploit young people and put them at further risk of harm from the both COVID19 and other exploitative factors.

Southampton City Council therefore requests that during this time when having conversations with young people and families that you be aware of any "employment or volunteering" comments that you are unclear about, establish the position further and record this in your recording concerns system and contact [child.employment@southampton.gov.uk](mailto:child.employment@southampton.gov.uk) .If you feel it appropriate then the DSL, deputy or senior site lead, or individual staff may contact MASH to inform and discuss this concern further to ascertain the next course of action.

## 17. Hidden Harms

Police colleagues request, together with safeguarding partners that education staff remain aware that breast flattening, FGM, faith-based abuse will be possibly more difficult to consider at this time, but that does not mean it is not occurring. The risks of home-based breast flattening and FGM remain. Therefore, please ensure that all concerns are recorded in your school systems and discussed with the DSL or deputy.

If a teacher knows that FGM has occurred the statutory duty remains in place that it is their personal responsibility to report this to the police directly.

Where a teacher is unclear if it has occurred then the referral route to MASH should be followed.

## 18. Local Authority Contact Information

**At time of publication (10/4/2020) all referral routes into the Local Authority are as below:**

### **Multi-agency safeguarding hub:**

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/multi-agency-safeguarding-hub.aspx> (online referral form here)

Email address: [MASH@southampton.gov.uk](mailto:MASH@southampton.gov.uk)

### **Early Help hub:**

Telephone number: 02380833311 offer of discussion at this time, which may then lead to needing a referral

<https://www.southampton.gov.uk/health-social-care/children/children/child-social-care/early-help.aspx>

### **LA designated Officer: Jemma Swann**

Email address: [LADO@southampton.gov.uk](mailto:LADO@southampton.gov.uk)

TEL: 023 80 382693

### **Operation Encompass remains operational and same process**

### **Lead for Education: Derek Wiles**

[Derek.wiles@southampton.gov.uk](mailto:Derek.wiles@southampton.gov.uk)

**Lead for safeguarding in School improvement team: Alison Philpott**

[Alison.philpott@southampton.gov.uk](mailto:Alison.philpott@southampton.gov.uk)

### **Contact details for Solent- 0-19 Public Health Nursing Services (Health Visiting and School Nursing)**

Families and professionals - Health Visiting and School Nursing Duty Line:

Monday to Friday 9-4pm through our direct line: 0300 123 6629

Family Nurse Partnership direct line is: 0300 123 6627.

## **19. Addendum for Educational Neglect Guidance**

In the current Covid-19 crisis schools are currently directed to work differently by government so guidance issued for colleagues regarding “Educational Neglect” must be used taking in to account the fact that provision will be different and may change regularly. More so than ever, open discussion between colleagues will be important in establishing, for example, offers made, take-up, and any reasons for non-attendance until the school closure situation changes.

## **20. CAMHS Referral Pathway**

CAMHS is now delivering a community pathway for the delivery of urgent assessments (within 24 hours) of young people who may have previously been directed to Southampton General Hospital. This is an extension of the current service offer and will be provided 7 days a week. In order to achieve this enhanced service safely, the service will not be in a position to respond to routine referrals over the next few months. What that means is that we will only be in a position to respond to referrals where there is evidence of significant mental illness impacting upon risk and safety. Further details are in the attached letter.

It is important to note that that CAMHS will not be triaging by phone so the information provided within the referral form/letter will be key to next steps for the child/young person as triaging will be based on the information provided in the referral letter/form, and not by routinely calling families/referrers to complete the full triage phone assessment as happens now.

Schools need to be aware that there is a need to ensure if making a referral that it is detailed referral information stating a young person’s presenting need. This will be key in helping CAMHS to determine the best next steps for the young person and their family. If you are unsure if a referral is appropriate during this period then colleagues from our triage team will still be available to discuss these. They can be contacted on the CAMHS West direct dial number 023 8103 0061 or through the main reception on 0300 123 6661.

Please note this change of service process will need to be communicated to staff who may contact CAMHS/ refer to CAMHS and included below, and attached is helpful information to aid decision making and support for young people and their parents at this time provided by CAMHS.

The table below gives some examples of what we look for in an urgent referral and therefore what we will be responding to.

Routine to Moderate Level of Need	Urgent to Crisis Intervention Level of Need
<ul style="list-style-type: none"> <li>• Neurodevelopmental differences (ND) such as autism spectrum disorder, tics or attention deficit disorder / ADHD assessments.</li> <li>• Anxiety and/or low mood which is impacting upon functioning and where young people have accessed other avenues for support this could include suicidal thoughts <b>BUT</b> with no intention or planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Eating disorders, specifically anorexia nervosa and where there is evidence of physical health being compromised.</li> <li>• Early signs of Psychosis – young person reporting hearing voices and/or seeing things that others can't and unable to be explained in other ways.</li> <li>• Mental health problems leading to suicidal thoughts <b>WITH</b> intention and planning.</li> <li>• Severe self-harm (deep cuts requiring immediate medical attention, burning, attempted suicide)</li> </ul>

## 21. Use of personal phones whilst working away from school

A measured response needs to be made to this issue. Many schools are keeping in touch with parents (and thereby their pupils) by regular phone call. Where there are not work phones available, or it would require unnecessary travel to collect them schools are asked to ensure that they have an agreed set of procedures for these calls, that are likely to be made on personal phones.

Steps should include:

- The use of 141 to block numbers from showing/or other method
- Informing parents that a call from an unknown number may be a call from staff from school
- Agreeing a timeframe for calls to be made within
- Agreed system of logging of calls made in for example CPOMS, if available or agreed system monitored regularly by DSLs and senior team.
- Refrain from using other media, unless it is agreed by school in any policy and procedures addendum, and numbers can be blocked
- Ensure that staff only hold numbers for pupils they have been asked to remain contacting, and hold the information only for as long as is necessary. This may include a buddy system to ensure removal of parents numbers from personal phones post-COVID
- Consider how to change responsibilities or reimburse any staff who may be financially disadvantaged e.g. on pay as you go mobile contracts/ limited calls. Setting this out clearly for staff.