



COVID-19 school closure arrangements for Safeguarding and Child Protection at Pear Tree Community Junior School

School Name: Pear Tree Community Junior School

Policy owner: Natalie Bethell

Date: 30th March 2020

Date shared with Staff: 31st March 2020

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 Pear Tree Community Junior School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context	2
Vulnerable children	3
Attendance monitoring	4
Designated Safeguarding Lead	4
Reporting a concern	5
Safeguarding Training and induction	6
Safer recruitment/volunteers and movement of staff	6
Online safety in schools and colleges	7
Children and online safety away from school and college	7
Supporting children not in school	8
Supporting children in school	8
Peer on Peer Abuse	9
Support from the Multi-Academy Trust	9

Appendix 1 – Actions and Responses

Appendix 2 Emergency Contact Form

Appendix 3 – Scholar Pack Comms Log inputting

Appendix 4 – Communication Rationale and Flowchart

Appendix 5 – Online Teaching and Learning Guidelines

Appendix 6 - Local multi-agency safeguarding children procedures

Appendix 7 Well-being and Mental Health and online safety links

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Natalie Bethell	01332 760610*	n.bethell@peartreej.derby.sch.uk
	Nikki Black		n.black@peartreej.derby.sch.uk
Deputy Designated Safeguarding Lead	Donna Burdis	01332 760610	d.burdis@peartreej.derby.sch.uk
	Arvinder Badwal		a.badwal@peartreej.derby.sch.uk
Headteacher	Andrew Sharp	01332 760610	a.sharp@peartreej.derby.sch.uk
Trust Safeguarding Manager	Claire Smith	0115 9825090 07929521578	claire.smith@transfromtrust.co.uk
Chair of Governors	Jill Wilkinson	0115 9825090	Jill.wilkinson@transfromtrust.co.uk

***the school number will be transferred using 3CX APP should there be a period of school closure**

The safeguarding team can also be contacted on safeguarding@peartreej.derby.sch.uk

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.

Pear Tree Community 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 leads for this will be: Natalie Bethell and Arvinder Badwal

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 a member of the safeguarding team will explore the reasons for this directly with the parent.

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

Pear Tree Community Junior 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-to-day attendance processes to follow up on non-attendance.

Pear Tree Community Junior School and social workers will agree with parents/carers whether children in need should be attending. Andrew Sharp or Natalie Bethell will then follow up on any pupil that they were expecting to attend, who does not. Andrew Sharp or Natalie Bethell 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.

An emergency contact form and contract has been drawn up and will be completed by all parents of pupils who are attending the provision. These details will be updated on Scholar Pack and a hard copy will be kept in the wellbeing office (see appendix one).

To support the above, Pear Tree Community 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, a member of Pear Tree Community Junior School will notify their social worker.

Designated Safeguarding Lead

Pear Tree Community Junior School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Leads: Natalie Bethell and Nikki Black

The Deputy Designated Safeguarding Leads: Arvinder Badwal and Donna Burdis

The school will rota 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 (Microsoft Teams) - 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. The head teacher, Deputy Head or one of the Assistant Heads will be on site at all times. Should all 4 be required to self-isolate a Trust representative will be made available.

This might include updating and managing access to child protection online management system, MyConcerns 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 or college.

It is important that all Pear Tree Community Junior 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.

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 MyConcerns, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcerns from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. 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 email to 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: Jill Wilkinson.

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

Safeguarding Training and induction

DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. Although all staff have access to training via SSS Learning. <https://training.ssscpd.co.uk/>

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 Pear Tree Community 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 within the Trust, schools should seek assurance from the 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.

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, Pear Tree Community 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 Pear Tree Community 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.

Pear Tree Community 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.

Pear Tree Community 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

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, Pear Tree Community Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

Pear Tree Community 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.

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.

Online teaching should follow the same principles as set out in the staff code of conduct.

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

Pear Tree Community Junior School will not be delivering lessons requiring virtual lessons. If staff are posting videos the following should be in place:

- 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;

Supporting children not in school

Pear Tree Community 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. These children have been identified on an RAB list, to determine level of need and support. Any contact for these children should be recorded on MyConcerns as well as Scholar Pack.

Details of this plan must be recorded on MyConcerns, as should a record of contact having been made on Scholar Pack (see appendix two).

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

Pear Tree Community Junior School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. There is a flowchart of communication to ensure that all children have been spoken to throughout the week (see appendix four).

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.

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

Pear Tree Community 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 MyConcerns.

Supporting children in school

Pear Tree Community Junior School is committed to ensuring the safety and wellbeing of all its students.

Pear Tree Community Junior School will continue to be a safe space for all children to attend, grow and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Pear Tree Community 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.

Pear Tree Community 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.

Where Pear Tree Community Junior 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

Pear Tree Community 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 multiagency partner required to ensure the safety and security of that young person.

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

Support from the Multi-Academy Trust

Transform Trust Central Safeguarding Team (Claire Smith and Jill Wilkinson) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files on MyConcern for the purpose of quality assurance, support, guidance and direction.

Claire Smith and Jill Wilkinson will also provide regular group and individual supervision sessions. This may take the form of an online meeting or phone call.

Appendix One - Interim DfE Safeguarding Guidance 27th March 2020: Response Questions and Actions required

Actions

Action	Who/When	In place
Ensure Leadership aware of actions	AS/NB Immediately	Yes
Governors Aware of guidance	AS/JW Immediately	Yes
Safeguarding leadership in place	NB Immediately	Yes
DSL Available daily Onsite SLT	NB – Rota AS – Rota	Yes
Create Addendum for safeguarding policy	AS/NB Immediately	Yes
Staff aware of addendum and raising concerns	NB Immediately	Yes
LADO referral process in place	NB to check this week	Yes
Changes to contacting VCM etc noted and shared	NB to check this week	Yes
Contact details for all social workers on MyConcern	NB to check this week	Yes
Key Workers in post for ‘Vulnerable Pupils’	NB to check this week	Yes
Virtual Head aware of provision for LAC children	AB -to check this week	Yes
List of pupils who should attend	NB - ASAP	Yes
Follow up pupils who are not attending	NB/NB/AB to chase ASAP	Yes
Ensure emergency numbers are up to date	NB ASAP	Yes
Clear RA for all pupils with easily transferable record of why they are vulnerable	AB/AS/NB By Friday	Yes
Record of staff on site daily	JO - Ongoing	Yes
SCR up to date	JO	Yes
Support in place for mental wellbeing for pupils, parents and staff	AS/SLT Ongoing	Yes
Online teaching and learning policy which considers safeguarding risks	AS/SLT By Friday	Yes – see appendix 5

Continue to develop IT to improve communication and safety	JO – Ongoing	Yes
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	FM - You tube Appendix 7	Yes
Plan for support for bereavements	Trust to provide	Yes

Questions

Which children need a RA and what information is required?

List of Key children available and RAs being completed

Do we have enough DSL capacity to be in school/available? Can training be completed by key staff (year leads)?

Currently yes – Forid to complete DSL training

How do we ensure pupils and parents understand safety on line?

YouTube Video via twitter and Website!

Does the addendum contain all the necessary information?

Leaders to check – tonight 30th March 2020

Are we supporting all the ‘vulnerable’ pupils who do not meet the criteria?

Is the priority system we have in place fit for purpose?

Clear measure in place – updated based on information received.

Do we have contact details for Virtual Head and all social workers?

Yes

Have we let all social workers know children are not in school?

Yes

What provision is in place to support the mental health of children and staff?

A staff check in rota for senior leaders, daily check in by year group leads, AS speaking to year group leads weekly and discussing staff needs. Suggested Social Activities e.g. quizzes shared through teams.

Pupil check in via phone calls weekly

What needs to go in a T&L online guidelines?

See appendix 5 – Leaders to add, amend, edit as necessary

What are the roles and responsibilities for safeguarding?

Natalie to draft DSL, Safeguarding Team and All staff Responsibility table – make the implicit, explicit.

Appendix Two – emergency contact form and parent contract

**ALL INFORMATION RECORDED HERE TO BE KEPT CONFIDENTIAL
ONE FORM PER CHILD**

Full name of child:	
Date of Birth:	
Gender:	
Child's home address:	
Post Code:	

**Details of persons authorised to collect child or who be contacted in an emergency:
Please note these people must be over 16 years of age.**

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Post Code:			
Home contact number:			
Work contact number:			
Mobile number:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.

A password is also required.

Signed: Parent/Carer:.....Date.....

Signed: Care Provider:.....Date.....

Details of any people who are not authorised to collect:

I undertake to inform the school as soon as possible of any change in medical and/or any other relevant circumstances.

Signed: Parent/Carer:.....Date.....

Signed: Care Provider:.....Date.....

Please indicate if you wish to discuss a variation to the normal timings of the school day /week.

Yes No

Agreement between parent(s)/carer(s) and Transform Trust

- We/I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions.
- We/I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- We/I agree to collect/make arrangements for my child to be collected from school immediately if I am informed that he/she is unwell.
- We/I agree not to send my child to school if he/she is unwell.

Signed: Parent/Carer 1:.....Date.....

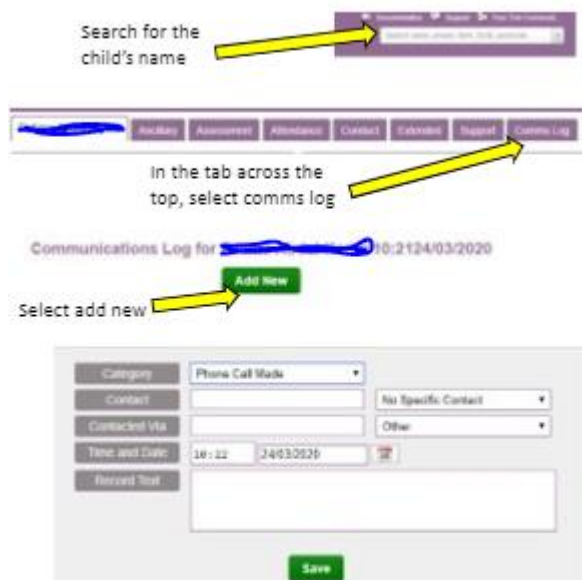
Signed: Parent/Carer 2:.....Date.....

We reserve the right to terminate your child’s place immediately and without prejudice in the following circumstances:

- If you or your child fail to comply with any our policies or procedures, including behaviour, health and safety.
- If you fail to work with us to support your/other child/children’s core behaviour, safety, or health.
- If you do not bring your child for 3/4/5 days without explanation.

Appendix Three – Recording information on Scholar Pack Guidance

Recording communication on Scholar Pack

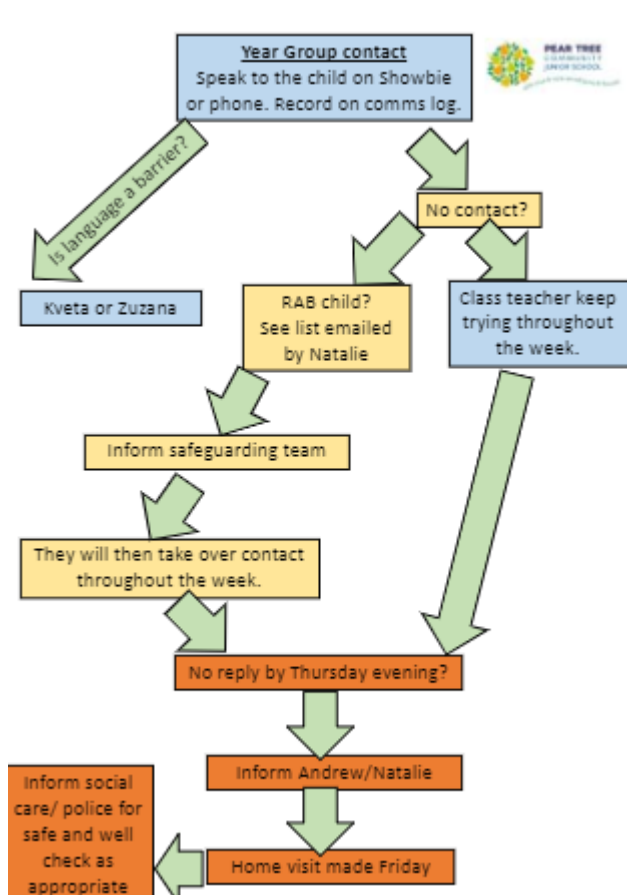


Select 'phone call made' from the drop-down box and complete the box below. A short sentence/description of the call is fine in the 'record text' box. If there are wider concerns, please record on My Concerns.

Appendix Four – Contact Rational and Flowchart

Group	Expectations	Reason
Year group	Weekly At the start of your contact day, check comms log for any additional communications that may have been recorded over the week.	To support pupils with their learning and help continue relationships Help, guide, provide resources and links, set tasks and challenges, mostly communicate and support, encourage (not just about education) but don't demand. It's not the same don't try and make it so. Translators available (email Zuzana and Kveta with a list so that they can talk to the child if needed).
Safeguarding/Vulnerable Pupils	Minimum Weekly (preferably more) All children from RAB list. If parents discuss learning, explain that the year groups will ring on the below days and then email class teacher with the question.	To check up that parents are coping well and children are safe, offer support.
Admin (LS & SK)	Weekly If parents discuss learning, explain that the year groups will ring on the below days and then email class teacher with the question.	To keep in contact with parents where language barriers are present. Offer support, answer questions

	Monday	Tuesday	Wednesday	Thursday	Friday
Year Groups + KB, ZB	Year 4	Year 5	Year 6	Year 3	
Safeguarding NBe, NBI, DB, AB	Year 3		Year 4	Year 5	Year 6
Admin check in with parents LS + SK	Year 5	Year 6	Year 3		Year 4



Pear Tree Community Junior School Teaching and Learning Online Guidance

1. If recording videos make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
2. If communicating with students online, Staff should only use Showbie the designated tool in school.
3. Only use school accounts for any online platforms you use. Staff must never use personal accounts to communicate directly with pupils. This also applies to communication via email.
4. The use of Twitter, where the school can be identified, should be used in a professional capacity in line with the school Code of Conduct, and not bring the school name into disrepute
5. Get written consent from parents or guardians for children to be involved in online lessons.
(currently this will be in form of verbal consent when on a phone call)
6. Staff should only contact pupils and set learning during normal school hours. This includes after school club 8.50am – 4.30pm. Responding to pupil’s comments after this time is outside of directed time
7. If it is appropriate to communicate with a child on an individual basis – for example, to give feedback on a piece of work – use Showbie or contact via telephone
8. Make sure any phone calls are made from 3cx App or from a blocked number so teachers' personal contact details are not visible. Record conversations on Scholar Pack or MyConcerns where appropriate
9. Staff must contact a member of the safeguarding team or log a concern on MyConcern if they have any concerns about a child. The safeguarding team should keep a note of any contact numbers on MyConcern should they may need while the school is closed, for example, children’s social care and the local police.
10. Staff should share and talk to children regularly about the benefits and risks of the online world and give them space to ask questions.
11. Staff should share e-safety information to children to ensure they know how to keep themselves safe.
12. Staff should share and tell children where they can go if they are worried about anything or need to talk to someone while the school is closed. For example, Childline can be contacted for free on 0800 1111, or children can get support online.

Appendix 6 - Local multi-agency safeguarding children procedures

Theme	Message	Action needed and contact details
Local multi-agency safeguarding children procedures	<p>Covid 19 Resources added to Derby & Derbyshire Safeguarding Children Partnership Online Procedures</p> <p>Following the introduction of the Coronavirus Act, Tri.x have created an additional COVID Standalone Resource which contains relevant changes and information as they relate to key procedures. Tri.x will now be adding a link to this resource from our online procedures manual.</p>	<p>https://www.proceduresonline.com/resources/covid19/</p> <p>https://derbyshirescbs.proceduresonline.com/index.htm</p>

Appendix 7 Well-being and Mental Health and online safety links

Theme	Message	Action needed and contact details
Well-being and Mental Health	<p>Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) outbreak (updated 30th March 2020)</p>	<p>https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p>
	<p>Talking to a child worried about Coronavirus</p> <p>The NSPCC has created a new webpage with information and advice for parents or carers who are worried a child or young person may be struggling with their mental health or has anxiety about Coronavirus. The webpage includes information on: talking about feelings and worries; keeping in touch and balancing screen time; ways to create structure and routine; and helping to give children a sense of control.</p>	<p>NSPCC Resources</p>
Online Safety	<p>Staying safe online during the COVID-19 pandemic</p> <p>The coronavirus outbreak means that many of us are currently working remotely at home, socialising, shopping and educating our children online, which makes it more important than ever that we do everything we can to stay safe online.</p>	<p>https://www.saferderbyshire.gov.uk/news-and-events/news-items/staying-safe-online-during-the-covid-19-pandemic.aspx</p>
	<p>UK Safer Internet Centre</p>	<p>https://mailchi.mp/saferinternet/uksic-insider-</p>

	<p>newsletter</p> <p>As UK schools close, or run at a limited capacity as a result of COVID-19, we know that parents and carers are having to manage their child’s use of technology, help them learn remotely as well as keeping them safe in the process.</p> <p>Here are lots of useful resources and tools that offer advice and support during this time.</p>	<p>newsletter-july-1275554?e=b089fd370d</p>
	<p>Online safety – guidance for parents and carers</p> <p>Thinkuknow has published guidance for parents and carers to support children who may be spending more time online at home while they do their school work and socialise with friends. Suggestions to help parents keep children safe online include: chatting to find out how they use online technology and what it means to them; reminding children to report anything worrying, and how they can do this; and setting up or reviewing parental controls.</p>	<p>https://www.thinkuknow.co.uk/parents/support-tools/support-your-child-at-home</p> <p>Thinkyouknow (advice from the National Crime Agency to stay safe online) Internet matters (support for parents and carers to keep their children safe online) Parent info (support for parents and carers to keep their children safe online) LGfL (support for parents and carers to keep their children safe online) Net-aware (support for parents and careers from the NSPCC)</p>