



COVID-19 school closure arrangements for Safeguarding and Child Protection at Hollywood Primary School

Hollywood Primary School

Date shared with staff: 16th April 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 Hollywood Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Hollywood Primary School	Contact number	Email
Designated Safeguarding Lead	Cathy Parkes	0121 676 7711	c.parkes@hollywood.bham.sch.uk
Deputy Designated Safeguarding Leads	Kate Pritchard	0121 676 7711	k.pritchard@hollywood.bham.sch.uk
	Simon Dix	0121 676 7711	s.dix@hollywood.bham.sch.uk
	Finbar O'Rourke	0121 676 7711	f.orourke@hollywood.bham.sch.uk
Staff have contact numbers for all DSL's for out of hours emergency			
Head Teacher	Simon Dix	0121 676 7711	s.dix@hollywood.bham.sch.uk
Chair of Governors	Simon Richards	Call school number to arrange contact details 0121 676 7711	s.richards@hollywood.bham.sch.uk

Vulnerable children

Vulnerable children include those who have a social worker, those children with an education, health and care (EHC) plans and pupils that school are currently supporting for a range of vulnerabilities.

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 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 Leads, 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.

The school telephone system has been set to divert during school hours (weekdays) to a member of the office team who will ensure any urgent messages reach the correct person.

Hollywood 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: **Cathy Parkes**

There is an expectation that vulnerable children who have a social worker can attend an education setting if they are at risk.

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.

Attendance will be recorded on the spreadsheet provided by the Dfe and this is reported daily through the GOV.UK website by the SLT member of staff in school.

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

Designated Safeguarding Lead

Hollywood Primary School has a Designated Safeguarding Lead (DSL) and 3 Deputy DSL's.

The Designated Safeguarding Lead is: **Cathy Parkes**

The Deputy Designated Safeguarding Lead are: **Simon Dix, Kate Pritchard, Finbar O'Rourke**

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

This might include updating and managing access to child protection online management system, MyConcern 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.

It is important that all Hollywood 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 (or deputy) 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 to a DSL and then recording it on MyConcern after speaking to a DSL or deputy DSL, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead and Head Teacher. 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 Head Teacher. If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally and followed up with an email to the Head Teacher.

Concerns around the Head Teacher should be directed to the Chair of Governors at Hollywood Primary School.

The Local Authority will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

DSL 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.

All staff at Hollywood Primary School are expected to complete the Hays online training by **7/9/20** and provide a certificate.

Where new staff are recruited, or new volunteers enter Hollywood Primary School, they will continue to be provided with a safeguarding induction and are expected to complete the Hays online safeguarding training before taking up the post.

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, 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, Hollywood 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 Hollywood 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.

Hollywood 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.

Hollywood 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, Hollywood Primary 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

Hollywood 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 code of conduct.

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

Below are some 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 Hollywood Primary School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Hollywood 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 communication plan is in place for that child or young person.

Details of this plan must be recorded on MyConcern, as should a record of contact have made.

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

Hollywood 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.

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

Hollywood 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 recorded on MyConcern as required.

Supporting children in school

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

Hollywood Primary School will continue to be a safe space for all children to attend and flourish. The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Hollywood 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.

Hollywood 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 MyConcern where appropriate.

Where Hollywood 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 governing body.

Peer on Peer Abuse

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

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