



# Quality First Education Trust

## Arrangements for Child Protection and Safeguarding During Covid -19 school closures Version 2.1 (Autumn 2020)

This document forms an extraordinary amendment to the policy already in place and is an update from versions 1.0 and 1.1 operational from 9<sup>th</sup> April 2020 and v.2.0 from 1<sup>st</sup> June 2020. This version is operational from **1<sup>st</sup> September 2020** for as long as required. This document may be subject to updates if situation changes. This forms an annex to the Q1E Safeguarding and Child Protection policy and sets out details of our safeguarding arrangements during the Covid-19 school closure period.

Essential school-specific safeguarding information and contacts:				
<b>School name</b>	Belleville Primary School	Belleville Wix Academy	The Alton Primary School	Churchfields Primary School
<b>Designated Safeguarding Lead (DSL)</b>	Sarah Atherton	Elizabeth Fisher	Ruth Hudson	Erica Norledge
<b>Designated Members of Staff (DMS)</b>	Vicki Brand Gus Brooks Michelle Hayfron Mary Lyne Latour Elen Meredith	Suzette Coleman Claudia Hawes Seana Henry	Lindsay Thomson Jessica Wilding Emma Morris Helen Gibbs	Jean Baker Andrew Harper Tom Hyndley Sally White
<b>Designated teacher for Looked After Children</b>	Vicki Brand	Elizabeth Fisher	Lindsay Thomson	Sally White
<b>Online safety coordinator</b>	Samantha Burst	Elizabeth Fisher	Lindsay Thomson	Liz Williams
<b>Designated teacher for Mental Health</b>	Vicki Brand	Elizabeth Fisher	Lindsay Thomson	Sally White
<b>Local Governor for Safeguarding</b>	Sarita Tamber	Rachael Dupont	Geoff Morris	Karen Parkinson
<b>Trustee for safeguarding:</b>	Rachael Dupont			
<b>Children's social care</b>	Wandsworth Multi Academy Safeguarding Hub (MASH) <a href="mailto:mash@wandsworth.gov.uk">mash@wandsworth.gov.uk</a> 020 8871 6622. Monday to Friday, 9.00am to 5.00pm Out of hours service: 020 8871 6000		Bromley Multi Academy Safeguarding Hub (MASH) <a href="mailto:mash@bromley.gov.uk">mash@bromley.gov.uk</a> 0208 461 7373 /7379 /7026 Mon to Fri, 8.30am to 5pm Out of hours: 0300 3038671	
<b>Local Authority Designated Officer (LADO)</b>	Chantèl Langenhoven 020 8871 7440 <a href="mailto:LADO@richmondandwandsworth.gov.uk">LADO@richmondandwandsworth.gov.uk</a> LADO referral form: <a href="http://www.wandsworth.gov.uk/downloads/file/12805/lado_referral_form">http://www.wandsworth.gov.uk/downloads/file/12805/lado_referral_form</a>		Gemma Taylor 0208 461 7669 or 0208 313 4325 <a href="mailto:lado@bromley.gov.uk">lado@bromley.gov.uk</a> or <a href="mailto:Gemma.Taylor@bromley.gov.uk">Gemma.Taylor@bromley.gov.uk</a> LADO referral form: <a href="https://www.bromleysafeguarding.org/articles.php?id=604">https://www.bromleysafeguarding.org/articles.php?id=604</a>	
<b>Virtual school headteacher for looked after children</b>	Nova Levine 020 8871 7348 <a href="mailto:nlevine@wandsworth.gov.uk">nlevine@wandsworth.gov.uk</a>		Helen Priest 020 8313 4474 <a href="mailto:virtual.school@bromley.gov.uk">virtual.school@bromley.gov.uk</a>	
<b>PREVENT Contact</b>	Ameliah Rayn; Mobile: 07583 77 5081; <a href="mailto:prevent@richmondandwandsworth.gov.uk">prevent@richmondandwandsworth.gov.uk</a>		Rob Vale; 0208 284 8776; <a href="mailto:prevent@bromley.gcsx.gov.uk">prevent@bromley.gcsx.gov.uk</a> ;	
<b>Lycee (BWA)</b>	Simon McNaught 0207 5906811 / 07814053463 <a href="mailto:smcnaught@Lyceefrançais.org.uk">smcnaught@Lyceefrançais.org.uk</a>			
<b>Lambeth</b>	Call the First Response Team on 020 7926 5555 or email <a href="mailto:helpandprotection@lambeth.gov.uk">helpandprotection@lambeth.gov.uk</a>			

## Contents

1. Context
2. Version control and dissemination
3. Current school position
4. The Curriculum
5. Risk Assessment
6. Safeguarding partners' advice
7. Roles and responsibilities
9. Vulnerable children
9. Attendance
10. Supporting children not in school
11. Increased vulnerability and risk
12. Reporting concerns about children and staff
13. Safeguarding training and induction
14. Safer recruitment/volunteers and movement of staff
15. Online safety
16. Peer on peer abuse
17. New children at the school
18. Staff Support

### Appendices:

- 1- Support contacts and Services
- 2- Safeguarding Partner Advice and information
- 3- CAHMS access
- 4- Health and School Nurse access
- 5- Arrangements for the planned return to school of more children.

## 1. Context

From 20<sup>th</sup> March 2020 schools were required to close to the majority of pupils and to remain open only for the children of identified essential workers (related to the COVID - 19 virus and emergency measures in place) and some groups of pupils identified as particularly vulnerable.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

This document forms part of the school's Children Protection and Safeguarding policy and contains the adjustments the school is making to operational practice and safeguarding practice during the COVID -19 emergency measures. It is written in line with Government guidance **Coronavirus (COVID – 19): safeguarding in schools, colleges and other providers – published 27<sup>th</sup> March 2020** and the **Coronavirus (COVID-19): guidance on vulnerable children and young people, published on April 1<sup>st</sup> 2020**, **Actions for education and childcare settings to prepare for wider opening from June 12020, published 11<sup>th</sup> May 2020**, **Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers, published 11<sup>th</sup> May 2020**.

This document will be kept under regular review and amended if necessary if further guidance is issued by the Government.

If the situation arises where the school either hosts as a cluster school, as in the case of three of our Q1E schools, or where pupils from the school are educated at another local school as a result of local cluster arrangements, all schools involved will uphold the principles in Keeping Children Safe in Education (KCSiE) 2019 and this policy.

The way in which the school is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains our key priority;
- The best interests of children will always continue to come first;
- If any staff member or volunteer has a safeguarding concern about any child, they will continue to respond appropriately, pass on concerns to the DSL and appropriate and timely action will be taken
- A DSL or a deputy DSL (DMS) or member of the SLT will be available on site. Other designated safeguarding staff will be available remotely;
- Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children;
- Children will continue to be protected when they are online.

## 2. Version control and dissemination

This is version 2.0 of this annex. It will be reviewed by the Trust together with the school's DSL or a DMS as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the individual schools websites and also on the Q1E Home

Learning website on [www.q1e.co.uk](http://www.q1e.co.uk). It is made available to staff by specific school remote access platforms and video link training and dialogues.

### 3. Current school position

Based on government guidance, from 1<sup>st</sup> June pupils in Nursery, Reception, Year 1 and Y6 will be able to start returning to school along side priority groups already attending.

Currently children attending a provision at school are based at Belleville Primary School, Meteor Street Site, for children from Belleville, The Alton and Belleville Wix Academy. Churchfields is providing a parallel provision at their school site. There will be a provision at the Alton from 1<sup>st</sup> June.

All staff and volunteers attending on site from outside our school have/will complete an induction to ensure they are aware of safeguarding risks and know how to act and who to contact if they have concerns.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and DMS' are and how staff and volunteers can to speak to them.

By returning pupils gradually settings can initially reduce the number of children and young people in classrooms compared to usual and put protective measures in place to reduce risks. These measures include:

- Children will need to stay within their new class/group wherever possible.
- Increased cleaning where possible.
- Reducing 'pinch points' (such as parents dropping children off at the start and end of day), and utilising outdoor space.
- Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.
- Those who are clinically vulnerable, or are living with someone who is, should follow the government's [protective measures guidance](#).

### 4. The Curriculum:

The three year groups within mainstream primary have been prioritised because they are key transition years – children in Nursery, Reception and year 1 are at the very beginning of their school career and are mastering the essential basics, including counting and the fundamentals of reading and writing, and learning to socialise with their peers. We know that attending early education lays the foundation for lifelong learning and supports children's social and emotional development. Year 6 children are finishing Key Stage 2 and are preparing for the transition to secondary school, and will benefit immensely from time with their friends and teachers to ensure they are ready.

The curriculum will ensure that these aspects are covered, in addition to recognising that the social and emotional needs of many children will have changed over this period of closure. Sessions will include formal and informal support with understanding the current and previous situation, specifically recognising the impact of trauma, grief and attachment difficulties.

Schools will continue to support the education of those remaining at home, making use of the available remote education systems currently in place

## 5. Risk assessment:

Every setting will carry out a risk assessment before opening. This will directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff.

All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.

Government guidance includes:

- Reducing class size numbers Class sizes and placing children in small groups with consistent adults
- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices
- regular cleaning of settings
- Enhanced cleaning regimes
- Ensuring children understand the need for good hygiene and that adequate facilities are provided for this
- Removed unnecessary items and any items which are hard to clean
- minimising contact and mixing between children and staff as far as possible, for example by,
  - mixing in a small group and keep that small group away from other people and groups.
  - For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage continue to apply, and we recommend using these to group children.
  - In mainstream schools and college settings the basic principle is that classes should be halved.
  - Normally one teacher should be allocated to a group but if there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher.
  - Timetabling and consideration of any adjustments needed to the curriculum
  - Reorganising classrooms to support social distancing measures
  - Movement around the building
  - Staggered break and lunch arrangements
  - Utilising outdoor space whenever possible
  - Reducing 'pinch points'
- Parents/carers are encouraged to walk/cycle to bring and collect their children to and from school.
- Staggered arrival and departure times
- Responding if any pupil or staff member becomes unwell while on site

More detail is provided in the government [protective measures guidance](#).

Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms / spaces available in the setting or because they do not have enough available teachers / staff to supervise the groups. Solutions might involve children attending a nearby school (on a consistent basis). If necessary, settings have the

flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning followed by Y1, and Y6.

## 6. Safeguarding partners' advice

We continue to work closely with our three safeguarding partners (Children's Social Services, Police and Health Care Services), and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice can be seen in Appendix 2, 3, and 4.

## 7. Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection and Safeguarding Policy.

A DSL or DMS or member of the SLT will be available on site.

If the senior member of staff on site is not the DSL or a DMS, we will:

- ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.
- have a trained DSL or DMS available by phone and/or online video; or
- ensure we have access to a trained DSL or DMS from another school or college by phone and/or online video.

Duties will include:

- Managing access to child protection files;
- Liaising with the offsite DSL (or DMS);
- 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;
- Reporting any changes or concerns;
- Ensuring site safeguarding checks are carried out and recorded.

## 8. Vulnerable children

Pupils with a parent or carer who is a critical worker should be offered a school place if they cannot be cared for at home.

Based on the government document **Coronavirus (COVID-19): guidance on vulnerable children and young people** (April 2020) pupils who meet the vulnerable children definition are:

- 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 those who are subject to 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.

The school also has flexibility to offer a place to those on the edge of receiving children's social care support or where there are other significant concerns about their wellbeing.

The DSLs are aware of the most vulnerable children and have ensured that those pupils who meet the criteria have been offered places during this period.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed. Progress in reducing the transmission of coronavirus means that we are encouraging all eligible children to attend – it is no longer necessary for parents of eligible children to keep them at home if they can. In particular, as per the [existing guidance on vulnerable children and young people](#), vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

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 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.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

The schools have set up systems to ensure all vulnerable children and their families not in attendance are contacted on a regular basis, to monitor their wellbeing and provide an opportunity for any concerns the child or family have to be shared. The school has ensured that those staff members responsible for making contact with families have been provided with advice about how to conduct their contact with families and given key information about families and professional networks to facilitate any necessary contact.

Eligibility for free school meals (FSM) is not a determining factor in assessing vulnerability in terms of COVID – 19 criteria. However, the school recognises that families whose children qualify for FSM may be experiencing particular challenges during this crisis, and have made arrangements to ensure that FSM children either have access to a meal or are provided with food vouchers.

While children are educated onsite the school will ensure appropriate safety and hygiene regulations are in place in accordance with Government guidance.

## **9. Attendance**

***No one with symptoms should attend a setting for any reason.***

Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.



Families should notify their nursery/school/college as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

Parents will not be fined for non-attendance at this time, and schools and colleges will not be held to account for attendance levels.

Schools and colleges should resume taking their attendance register and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending. The Department will continue to monitor attendance at early years settings, via local authorities. This is to ensure that we have up-to-date information on available early years and childcare provision during the coronavirus (COVID-19) outbreak, which children are accessing it and to monitor sufficiency in particular areas.

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a DMS will be informed. Schools and colleges should continue to inform social workers where children with a social worker do not attend.

The DSL or a DMS will attempt to contact the parents through various methods, such as telephone or email, or by contacting a relative in the first instance. If contact cannot be made or if the DSL or a DMS deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff the family are not put at risk.

School have made sure they have requested and recorded the most up to date contact details for all pupils to enable the most effective contact with pupils and families during this difficult time.

Non-attendance will be followed up in accordance with usual procedures.

Where a vulnerable child does not take up their place, we will notify their social worker.

#### Pupils or staff becoming unwell while on site

If a pupil becomes unwell with coronavirus symptoms while on site, the parent will be contacted and expected to collect their child. If the pupil needs direct personal care until they can return home / be collected the school will take appropriate precautions to ensure the safety of staff members dealing with the matter, which may include use of PPE as well as ensuring the pupil is isolated from others, preferably in a closed space which is well ventilated. Similar precautions will be taken if a member of staff develops symptoms on site.

Any pupil with symptoms should not attend and should be kept at home according to regulations. Parents should inform school at the earliest opportunity if this is the case and testing should be arranged. If the child is confirmed as having Covid19, the rest of their class or group will be sent home and advised to self-isolate for 14 days.

Any staff member who develops symptoms should access a test for Covid19 as soon as possible. School staff are essential workers and are given priority for testing. Education settings can also book tests on behalf of staff members through the online portal.

## **10. Supporting children not in school**



Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

## **11. Increased vulnerability or risk**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a DMS if they have any concerns.

The Trust remains committed to ensuring the safety and wellbeing of **all** pupils and recognises that school is a protective factor for children and young people. The current circumstances create some unusual challenges in ensuring children have access to safe adults outside their immediate family in whom they can confide any worries or fears. We also recognise that many families are under immense pressure in the current situation, both emotionally and financially, which will mean that not every home is a place of safety for children and young people. Some may be confined to small living spaces or may be witnessing or subjected to abusive situations.

The school has ensured that all families have been provided with information about how to contact staff members during the school closures and that contact details for key support services and helplines have been included in information sent out / provided on school websites. Some of these can also be seen in Appendix B.

## **12. Reporting concerns about children or staff**

If any member of staff or volunteer becomes aware of a safeguarding concern about a pupil or family, they will record it in the usual way according to school procedures and pass it on to the DSL so that appropriate decisions and actions can be taken. Appendix 1 provides information about CSC services and access during the current situation

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently.

If there is a safeguarding concern or allegation about a member of staff or volunteer, the Headteacher or DSL will be informed immediately so that the matter can be investigated, in addition, and including in the case of concerns about these people, the Executive Head and DSL for the Trust will also be notified. The LADO will be consulted, or a referral made to LADO, as per usual guidance. The LADO service is contactable via telephone and email as usual.

The whistleblowing policy remains in place and can be followed by any staff member or volunteer if required.

### **13. Staff training and induction**

For the duration of the COVID-19 measures, our DSL and DMSs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and DMSs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection and Safeguarding Policy. This will be by video link or face-to-face accordingly.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting provides confirmation that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

All Q1E staff are covered by the shared Trust SRC and checks in accordance with the standard Trust systems. This includes Q1E staff working across the school sites.

### **14. 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, we will continue to follow our Safer Recruitment policy.

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

### **15. Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

All staff who interact with children and young people, including online, will continue to look out for signs a child may be at risk.

Children will increasingly be using social networks to reach out to others and with that there will be an increased risk to fake news and online harms including grooming, radicalisation, exploitation, and bullying. All these issues could impact on their mental health and wellbeing. This is a time when many young people will be vulnerable and the potential for exploitation will be at its highest.

The UK Safer internet Centre has identified the following online risk categories;

- Behaviour: sharing too much information
- Content: age-inappropriate or unreliable content or fake news
- Contact: strangers, bullies, groomers or radicalisers can contact children
- Commercialism and financial exploitation: hidden costs of advertising in apps, games and websites
- Extremism and radicalisation

Online teaching should follow usual principles for safe and acceptable use of technology.

This includes, but is not limited to:

- Acceptable use of technologies
- Staff pupil/student online relationships
- Communication, including the use of social media
- Minimum expectations
- Online safety
- Essential rules for remote teaching

Additional guidance on this will be provided at school level.

Each school has communicated basic information to parents where online learning platforms are being used which has included

- Confirmation of online tools and or sites that the school will be using/if using
- Confirmation of what the child may be asked to do online
- Confirmation as to who their child will be interacting with online and how
- Confirmation as to whether other pupils will be able to access their child via the online platform
- Allowing the parent or carer the opportunity to voice any concerns
- The importance of not leaving the child alone during screen time
- Monitoring the search history
- Maintaining open communication with the child about online safety
- How to report a concern

Parents and carers have also been provided with details / links to support services e.g. CEOP, Parent zone, and other links on the individual school's websites.

The school recognises that not all children will have access to a computer or internet facilities in the home, and has ensured that age appropriate resources have been provided for any child who needs them.

Our staff will follow the process for online safety set out in our Child Protection and Safeguarding and Online Safety Policy.

## **16. Peer on peer abuse**

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse and bullying. We will continue to remain vigilant to any signs of such abuse, listen to and work with any child who may have suffered abuse from a peer, their parents and any multi-agency partner required to ensure the safety and security of the child or young person concerned. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures. Being aware of online safety measures will also help prevent this and children have been reminded to tell an adult if they are concerned about any distressing or abusive content or contact, verbal or virtual, that they may receive from peers as well as adults.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection and Safeguarding Policy.

## **17. New children at the school**

Currently in year school transfers have been halted until further notice. However, there may be occasions of children joining our school from other settings when restrictions change. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or DMS) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

## **18. Staff Support**

Workload should be carefully managed and schools and colleges should assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. Senior leaders and boards will want to factor this into their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary.

Staff will be provided guidance and support on managing their own wellbeing including support with bereavement, trauma and mental health issues arising from the situation.

## Appendix 1: Support services and contacts

All support services have adapted their working protocols to provide best possible input for children, young people and families during the COVID -19 pandemic. The school will ensure they access any guidance and updates in relation to national and local services and circulate as appropriate to staff members.

Some useful links are below. These and some others can also be found on the Q1E Home Learning website in the Parent Support and Wellbeing Tabs and on your individual school websites.

### General:

- **The Department for Education COVID-19 helpline:**  
Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)  
Telephone: 0800 046 8687 Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.
- Government guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- NHS guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

### Child Support:

- **ChildLine:** 0800 1111 who are operating a 9am – Midnight service in response to COVID19
- **NSPCC Helpline:** Phone: 0808 800 5000 Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Online Safety:

- **UK Safer Internet Centre:** <https://reportharmfulcontent.com/report/>
- **CEOP:** <https://www.ceop.police.uk/ceop-reporting/>
- **YouTube moderation guidance for parents:**  
<https://www.youtube.com/watch?v=1Yvlfw7obwE&feature=youtu.be>
- **Online material promoting terrorism or extremism** can be reported anonymously using the Online Tool on the Gov.UK website. <https://www.gov.uk/report-terrorism>
- **UK Safer Internet Centre Professionals Online Safety Helpline** - 0344 381 4772  
<https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>
- **NSPCC guidance** 'Undertaking remote teaching safely'  
<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

## Mental Health and Wellbeing:

- **Young Minds Crisis Messenger:** 85258 – free text service for 24/7 support
- **Mind:** [www.mind.org.uk](http://www.mind.org.uk)
- **Government Guidance on supporting children and young people's mental health and wellbeing,** [https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing?utm\\_source=198a9e75-a418-4442-9102-7c714bd37c3c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing?utm_source=198a9e75-a418-4442-9102-7c714bd37c3c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- **CAMHS and School Nursing: See appendix 3 &4**
- **Article on Living with worry and anxiety,** <https://www.q1e.co.uk/data/dynamic/spaw/documents/Living%20with%20worry%20and%20anxiety.pdf>
- **Looking after your family's mental health indoors** <https://parentzone.org.uk/article/how-look-after-your-family's-mental-health-when-you're-stuck-indoors>

## Financial and Food support

- If your **work or benefits** are affected: [www.citizensadvice.org.uk/health/coronavirus-what-it-means-for-you/](http://www.citizensadvice.org.uk/health/coronavirus-what-it-means-for-you/)
- **Using food banks:** [citizensadvice.org.uk/benefits/help-if-on-a-low-income/using-a-food-bank/](http://citizensadvice.org.uk/benefits/help-if-on-a-low-income/using-a-food-bank/)
- **Local services in Wandsworth:** [wandsworth.gov.uk/health-and-social-care/public-health/coronavirus/](http://wandsworth.gov.uk/health-and-social-care/public-health/coronavirus/)
- **Wandsworth Community Hub and Helpline:** A first response for residents who need support to access medical/ care services and food supplies. This helpline can be used for other enquires related to COVID-19, for anyone in need of support. 02088716555 or [covid19support@richmondandwandsworth.gov.uk](mailto:covid19support@richmondandwandsworth.gov.uk).
- **Local services in Bromley:** [bromley.gov.uk/news/200048/health\\_and\\_wellbeing](http://bromley.gov.uk/news/200048/health_and_wellbeing)  
**Welcare Family Support:** 0208 466 0399  
<https://welcare.org/our-services/services/localsupport/bromley/>



## Appendix 2 Safeguarding Partner's Advice

### **Wandsworth:**

#### Support for schools during Covid 19 emergency

Some key LA officers and services are available to provide support and guidance to schools

- Stella Macaulay, Safeguarding in Education Advisor, continues to be available to provide advice and support to schools by email [stella.macaulay@richmondandwandsworth.gov.uk](mailto:stella.macaulay@richmondandwandsworth.gov.uk) and telephone 07775 417 475
- Andy Hough, Head of School Participation and Performance [Andrew.hough@richmondandwandsworth.gov.uk](mailto:Andrew.hough@richmondandwandsworth.gov.uk) 07870 278 848
- Gary Hipple, head of School Support and schools' IT [gary.hipple@richmondandwandsworth.gov.uk](mailto:gary.hipple@richmondandwandsworth.gov.uk) 07971 187288
- Lewis Brunton, school support manager, HR [lewis.brunton@richmondandwandsworth.gov.uk](mailto:lewis.brunton@richmondandwandsworth.gov.uk)
- Chantel Langenhoven, LADO [chantel.langenhoven@richmondandwandsworth.gov.uk](mailto:chantel.langenhoven@richmondandwandsworth.gov.uk) 020 8871 7440
- MASH [MASH@wandsworth.gov.uk](mailto:MASH@wandsworth.gov.uk) 020 8871 6622
- Out of Hours Service 0208 871 6000
- Schools and Community Psychology Service – schools can contact their link EP direct or the head of service Tara Midgen [Tara.midgen@richmondandwandsworth.gov.uk](mailto:Tara.midgen@richmondandwandsworth.gov.uk)
- Ruth Lacey, Head of Safeguarding Standards, [ruth.lacey@richmondandwandsworth.gov.uk](mailto:ruth.lacey@richmondandwandsworth.gov.uk) 07967 640 080
- Paul Martland Head of Commissioning and interim Head of Early Help [paul.martland@richmondandwandsworth.gov.uk](mailto:paul.martland@richmondandwandsworth.gov.uk) 07504 423 493

Wandsworth also have access to other services which we can signpost you too – for example Early Help (link below) are available and are taking calls from families and helping to resolve problems arising as well as contacting families directly when issues have been raised.

Early Help:

<https://thrive.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=bNsbMManLcQ>

[https://search3.openobjects.com/mediamanager/wandsworth/fsd/docs/early\\_help\\_strategy\\_2017\\_-\\_2021.pdf](https://search3.openobjects.com/mediamanager/wandsworth/fsd/docs/early_help_strategy_2017_-_2021.pdf)

### **Wandsworth COVID-19: Arrangements for Children's Social Care**

#### **New referrals**

Referrals should continue to be made to the MASH using the Multi Agency Referral Form (MARF). The MASH capacity will be significantly reduced so referrals will be prioritised according to immediate and acute risk. MASH can continue to be contacted on 020 8871 6622. The Out Of Hours service will remain contactable on 020 8871 6000.

#### **Child Protection Conferences**

At present, Wandsworth intend to continue with all planned Child Protection Conferences, however these will take place 'virtually' using Microsoft Teams software or conference call. Staff should be made aware of this, and continue to provide written reports to Children's Planning and Review as usual, via [child.protection@wandsworth.cjsm.net](mailto:child.protection@wandsworth.cjsm.net).

Where a virtual conference is not possible, Review Child Protection Conferences may take place as a paper-based process; all reports will be considered by the Chair, and a detailed

discussion will take place between the Child Protection Coordinator, Team Manager and Social Worker. You should anticipate that Social Workers and Child Protection Coordinators will maintain contact with you regarding the arrangements.

### **Statutory visits to children and their families**

Wandsworth are reviewing risk assessments and plans for all of the children and families they work with, so that they are in a position to prioritise those where it is essential to maintain frequent contact. Home or school visits will only be carried out if critical to a child's welfare, but they will remain in weekly remote contact with families and will endeavour to see and speak to children alone where possible.

They would very much value partners' involvement in safety plans for children, so that families continue to receive contact and support from the wider multiagency group.

### **Core Group meetings**

Core group meetings are a critical part of our ongoing risk assessment and they enable support planning for families; this is particularly relevant at the present time. Core group meetings will continue virtually where at all possible, using Microsoft Teams, conference call, or other software. Social Workers will be responsible for liaising with Core Group members about arrangements to meet remotely.

### **Children Looked After**

Unless critical, Wandsworth will not be visiting children in placement in order to reduce the risks to any children in the home, foster carers and residential care staff. Social Workers and IROs will be maintaining contact with young people and their carers by telephone, WhatsApp and Skype.

Contact between children and their families is being risk assessed on a case by case basis, and where face to face contact is not safe or possible, WhatsApp and Skype arrangements will be made.

Statutory reviews for Children who are Looked After will continue as planned but remotely. You can expect that where needed, the Social Worker or Independent Reviewing Officer will contact you for written or verbal information.

### **Local Authority Designated Officer (LADO)**

Referrals should continue and be made via telephone and email. Consultations and advice will continue to be given via telephone and email. Liaison will take place with partner agencies and other organisations via telephone and email as needed.

#### **The LADO can be contacted on:**

**Telephone:** 020 8871 7440 (the landline is diverted to mobile) and

**Email:** chantel.langenhoven@richmondandwandsworth.gov.uk (Stella Mccauley in absence)

Allegations against Staff and Volunteers Meetings will continue to take place via Conference Call. This method is already embedded in practice and no difficulties are foreseen unless partner agencies and other organisations are not available. Please make the team aware of this on an individual case basis.

### **Safeguarding advice and support to schools**

Stella Macaulay is the Safeguarding in Education Advisor (SiEA), and she will continue to provide safeguarding advice and support to schools as usual via telephone and email. Where necessary and while schools are open, visits to schools may be considered on a case by case

basis but subject to risk assessment. The SiEA will be contactable via email and phone as normal during the school term.

**Email:** [Stella.Macaulay@richmondandwandsworth.gov.uk](mailto:Stella.Macaulay@richmondandwandsworth.gov.uk)

**Mobile:** 07775 417 475

## **Bromley**

**Bromley's Children's referral and assessment team can continue to be reached on the contacts below:**

**Email:** [mash@bromley.gov.uk](mailto:mash@bromley.gov.uk)

**Tel:** 020 8461 7373 / 7309

**Fax:** 020 8313 4400

Civic Centre, Stockwell Close, Bromley, BR1 3UH

**Out of hours emergencies only**

5.00pm - 8.30am and weekends

**Tel:** 0300 303 8671

**Local Authority Designated Officer:** Gemma Taylor

0208 461 7669 or 0208 313 4325

[lado@bromley.gov.uk](mailto:lado@bromley.gov.uk) or [Gemma.Taylor@bromley.gov.uk](mailto:Gemma.Taylor@bromley.gov.uk)

LADO referral form:

<https://www.bromleysafeguarding.org/articles.php?id=604>

**Virtual School for Looked After Pupils:** Helen Priest

020 8313 4474

[virtual.school@bromley.gov.uk](mailto:virtual.school@bromley.gov.uk)

## **Police:**

### **Domestic abuse reporting**

Wandsworth's Project Tearose (sharing of police notifications relating to attendance at domestic Incidents with DSL in schools) continues to operate during the COVID 19 pandemic. Notifications are shared verbally with DSL by the Safeguarding In Education Advisor – this provides opportunity to agree any actions required in each individual circumstance.

Bromleys system of responding to and acting on domestic incidents continues to operate during the COVID 19 Pandemic.

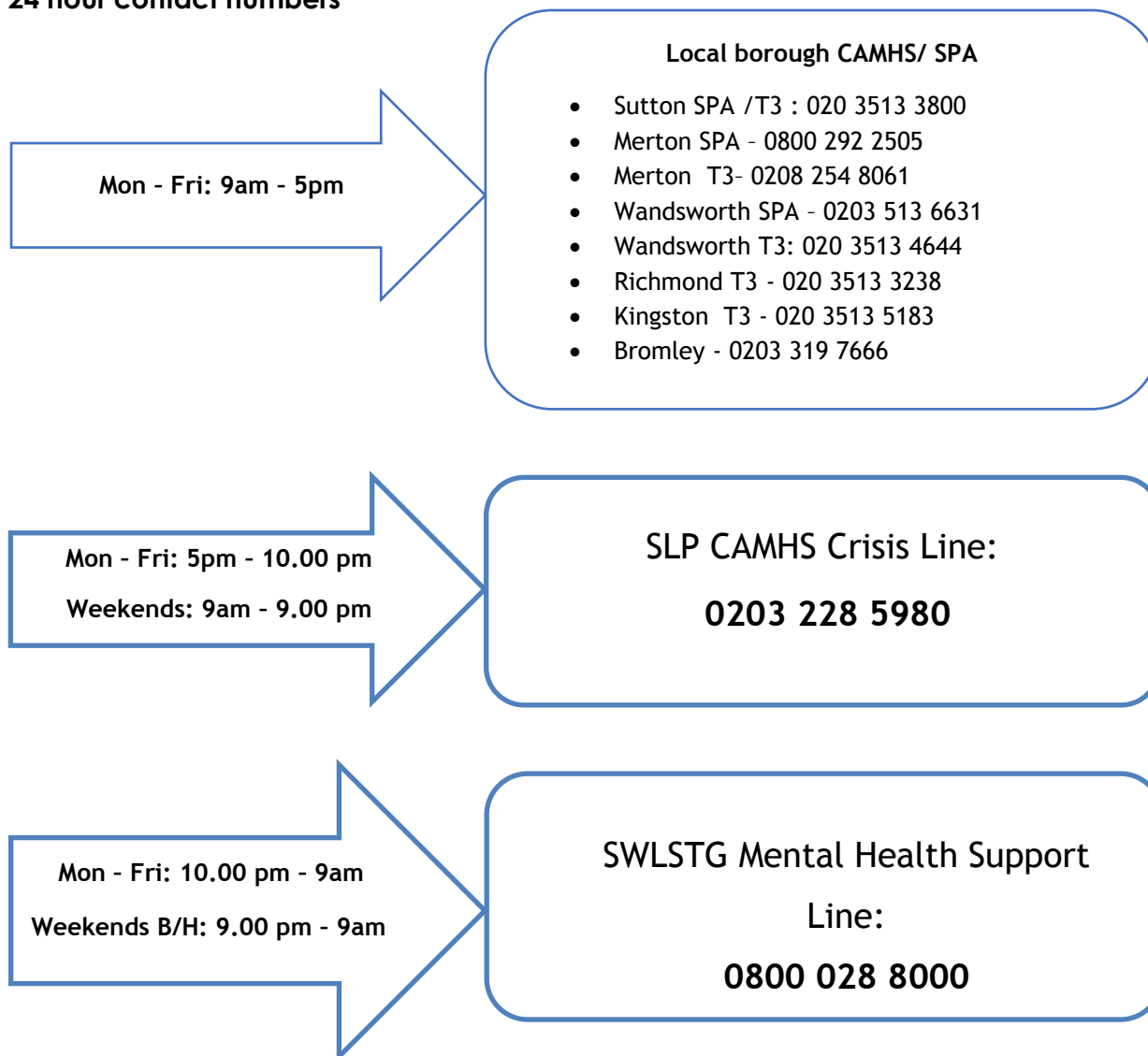
All MARAC referrals to be sent to [SNMailbox.SafeguardingMARACBromley@Met.police.UK](mailto:SNMailbox.SafeguardingMARACBromley@Met.police.UK) - 0208 284 8760, PY CSU, Bromley Police Station, High Street, Bromley BR1 1ER

## Appendix 3: CAMHS access

### Duty / Crisis line for Young People, Families and Professionals

During Covid 19 CAMHS have reduced Face to face contact to a minimum. However we are still here to provide support and will often do this by phone or using video. In a crisis young people/ Families/ Carers in crisis are encouraged to access support by phone.

#### **24 hour contact numbers**



#### Other numbers

- Child line **0800 1111** – calls are free and confidential
- Oxleas Urgent Advice line on 0800 330 8590
- HOPE line UK **0800 068 4141**
- Samaritans **116 123**
- Young Minds Crisis Messenger - provides free, 24/7 crisis support across the UK mental health crisis - If you need urgent help text YM to 85258
- If you need urgent/ life threatening medical attention' call 999 or attend your local A&E

### Health Visiting and School Nursing Universal Service

In response to COVID -19 the universal Health Visiting and School Nursing services have changed their offer in line with the NHSE and NHI guidance.

The Health Support for Schools service will only be accepting urgent new referrals at this time.

The services are now offering:

- All vulnerable (London Continuum of Need level 3 &4) families and young people a range of face to face and video calls or home visit depending on need
- Vulnerable Antenatal women will be contacted and offered either video, telephone or face to face
- All of our New Birth visits will be carried out by a range of video calls and face to face contacts depending on need
- 6-8 week maternal mood assessments will be carried out by phone or video call
- Red Accident and Emergency attendances will be followed up

From the 1st April 2020 the health visiting and school nursing services will be offering a 7 day a week 9am-5pm duty line for parents and young people to call for support and advice.

The duty line will be staffed by an administrator, Health Visitor and School Nurse. The number for each borough within your STP is outlined below.

Duty Numbers are:

#### **Wandsworth**

0330 058 1679

[Clcht.0-](mailto:Clcht.0-19wandsworthandrichmondadmin@nhs.net)

[19wandsworthandrichmondadmin@n](mailto:19wandsworthandrichmondadmin@nhs.net)

[hs.net](mailto:hs.net)

#### **Bromley**

0300 330 5777

[bromh.shrd@nhs.net](mailto:bromh.shrd@nhs.net)

## Addendum 2 – May 2020

### Arrangements for Child Protection and Safeguarding during Covid19 pandemic

This document updates the previous extraordinary amendment to the school Child Protection and Safeguarding Policy in relation to the current pandemic and sets out safeguarding arrangements in preparation for the planned return to school of more children. This is additional to, and complements, the main policy and the previous amendment.

This is operational from 1st June 2020 and may be subject to further amendments as the situation changes

#### Introduction

From 1<sup>st</sup> June 2020 Government have required that schools begin to phase in a return to attendance at school for pupils as set out below:

#### Primary Schools

Pupils in Nursery, Reception, Y1 and Y6, alongside priority groups

#### Secondary schools, sixth form and FE colleges

Some face to face support for Y10 and Y12 pupils, alongside priority groups

#### Alternative Provision Settings

As for mainstream schools, and face to face contact for Y11 pupils in addition

#### Special schools, special post-16 institutions and hospital schools

Phased return without specific focus on year groups

#### Preparation

The school is following advice from the Government, Public Health England, the Local Authority and the Local Safeguarding Children Partnership in order to maintain the safeguarding and welfare of all pupils and staff.

Prior to pupils returning to school in greater numbers the school has carried out the recommended risk assessments and put strategies in place in relation to

- Class sizes and placing children in small groups with consistent adults
- Timetabling and consideration of any adjustments needed to the curriculum
- Reorganising classrooms to support social distancing measures
- Movement around the building
- Utilising outdoor space whenever possible
- Staggered arrival and departure times
- Staggered break and lunch arrangements
- Reducing 'pinch points'
- Enhanced cleaning regimes
- Ensuring children understand the need for good hygiene and that adequate facilities are provided for this
- Removed unnecessary items and any items which are hard to clean
- Responding if any pupil or staff member becomes unwell while on site

The School have also

- Liaised with social workers for any vulnerable pupils who have not been taking up the offer of a place in school – the expectation is that all these children will return to attendance at school (unless it is agreed by their social worker that there are exceptional circumstances preventing this)

- Carried out individual risk assessments for those with an EHCP – the expectation is that attendance is expected for all these pupils provided that their needs can be as safely or more safely met in the educational environment
- Assessed the well-being of staff members, made arrangements for continued working from home for those who cannot return to school due to medical need, and ensured that additional support is available for any staff members who need it
- Reminded all staff members of safeguarding processes and procedures and what to do if they have concerns about a pupil or about a colleague
- Informed parents of the arrangements made, including when their child can return, their child's timetable, any specific requirements around drop off and pick up times (the expectation is that only one adult accompanies each child at these times and parents do not congregate)

### When pupils return

The school recognises that many pupils will have been affected by aspects of the pandemic and the lockdown and many will require additional support. Some pupils may have experienced bereavements of close family members, others may have suffered abuse or neglect which they have not been able to disclose. Many pupils will have experienced anxiety or distress due to the overall situation, things they have seen on social media or been told, been impacted on by difficulties their families have experienced in relation to financial matters or other family issues. Some pupils may find it difficult to settle back into the academic structure of school and some may experience difficulties with peer relationships after a lengthy period of isolation from others their own age.

All staff will be alert to signs of stress in pupils and enable pupils to talk about how they are feeling. Any safeguarding concerns will be passed to the DSL (or deputy DSLs) promptly and any necessary referrals made to the relevant agencies or services. Additional support will be provided for pupils in school where appropriate and available.

All parents / carers will be asked to inform the school if their child has experienced any key family changes (eg bereavements, changes in contact with key adults, significant events, health difficulties etc) so that school staff can ensure they can be effectively supported.

Any emerging concerns will be discussed with parents in the usual way, unless the information known leads the DSL to believe this could place a pupil at risk of immediate and further harm, in which case a referral will be made to MASH without delay.

### Intimate care needs and use of PPE

Government guidance states that schools should not require either staff or pupils to wear face masks in school.

PPE will only be used in situations where intimate care needs of individual pupils routinely involve use of PPE or if a pupil or adult develops symptoms while on site and this is necessary (see below)

### Pupils or staff becoming unwell while on site

If a pupil becomes unwell with coronavirus symptoms while on site, the parent will be contacted and expected to collect their child. If the pupil needs direct personal care until they can return home / be collected the school will take appropriate precautions to ensure the safety of staff members dealing with the matter, which may include use of PPE as well as ensuring the pupil is isolated from others, preferably in a closed space which is well ventilated. Similar precautions will be taken if a member of staff develops symptoms on site.

Any pupil with symptoms should not attend and should be kept at home according to regulations. Parents should inform school at the earliest opportunity if this is the case and testing should be arranged. If the child is confirmed as having Covid19, the rest of their class or group will be sent home and advised to self-isolate for 14 days.



Any staff member who develops symptoms should access a test for Covid19 as soon as possible. School staff are essential workers and are given priority for testing. Education settings can also book tests on behalf of staff members through the online portal.

#### Pupils remaining at home

Those who are not returning to school initially will continue to be offered educational input and regular contact in line with policy and guidance. Safeguarding measures as detailed in previous policy documents will be maintained for this group of pupils.