

**Annex 1**



**COVID-19 school closure arrangements for  
Safeguarding and Child Protection at  
Wren's Nest Primary School**

Updated January 2021– reviewed by Gill Abrahams  
(Chair of Governors with Specific Responsibility for Safeguarding)

**Safeguarding is paramount, it is everybody's responsibility.**

*M. G. Abrahams*

Signed ..... Chair of Governors

*Spikes*

Signed ..... Headteacher

**Wren's Nest Primary School: Wren's Nest Primary**

**Date: 12<sup>th</sup> January 2021**

**Date shared with staff: 15<sup>th</sup> January 2021**

## 1. Context

From 5<sup>th</sup> January 2021 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 are 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.

Please see latest guidance from 8<sup>th</sup> January 2021 (and keep an eye out for latest Government info which could be subject to change.)

What parents and carers need to know about early years providers, schools and colleges:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/951035/210108\\_Parents\\_Guidance\\_vF.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951035/210108_Parents_Guidance_vF.pdf)

Critical workers and vulnerable children who can access schools or educational settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Providing school meals during the coronavirus (COVID-19) outbreak:

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

This addendum of the Wren's Nest 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	Name	Contact number	Email
Designated Safeguarding Lead	Emily Moren	07814 284725	<a href="mailto:emoren@wrens-nest.dudley.sch.uk">emoren@wrens-nest.dudley.sch.uk</a>
Deputy Designated Safeguarding Lead	Julie Smith	07775 618453	<a href="mailto:jsmith01@wrens-nest.dudley.sch.uk">jsmith01@wrens-nest.dudley.sch.uk</a>
	Amber Harris	07972 309572	<a href="mailto:aharris4@wrens-nest.dudley.sch.uk">aharris4@wrens-nest.dudley.sch.uk</a>
	Sarah Parkes	07737 972956	<a href="mailto:sparkes@wrens-nest.dudley.sch.uk">sparkes@wrens-nest.dudley.sch.uk</a>
Headteacher	Sarah Parkes	07737 972956	<a href="mailto:sparkes@wrens-nest.dudley.sch.uk">sparkes@wrens-nest.dudley.sch.uk</a>
Chair of Governors	Gill Abrahams	n/a	<a href="mailto:gillabrahams@hotmail.com">gillabrahams@hotmail.com</a>
School Business Manager	Elaine Pugh	07751 513486	<a href="mailto:epugh@wrens-nest.dudley.sch.uk">epugh@wrens-nest.dudley.sch.uk</a>

## 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 be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. The new guidance states that there is no requirement to risk assess children this time.

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.

Wren's Nest 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) [Andrew.Wright@dudley.gov.uk](mailto:Andrew.Wright@dudley.gov.uk) for looked-after and previously looked-after children. The lead person for this will be Emily Moren.

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 Wren's Nest Primary School will explore the reasons for this directly with the parent.

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

Wren's Nest Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Attendance monitoring**

Schools will need to continue to complete their usual day-to-day attendance processes and follow up on non-attendance of pupils who are expected to be in attendance. Wren's Nest Primary School will follow up on any pupil that they expect to attend and subsequently does not.

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). Schools and colleges should encourage vulnerable children to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. The Department for Education expects schools and colleges to grant such applications for leave given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

As with vulnerable children, critical worker parents and carers should let schools know if their child will not be attending and, if not, schools should grant a leave of absence (code C) given the exceptional circumstances.

All pupils who are not expected to be in school should be marked as Code X. They are not attending because they are following public health advice.

To support the above, Wren's Nest Primary School will, when communicating with parents/carers and allocated social workers, etc., 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, Wren's Nest Primary School will notify their allocated social worker.

### **How will this look in your school?**

To support the above, Wren's Nest Primary School will, when communicating with parents/carers and 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, Wren's Nest Primary School will notify their social worker.

### **Designated Safeguarding Lead**

Wren's Nest Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is Emily Moren

The Deputy Designated Safeguarding Lead is Julie Smith, Amber Harris and Sarah Parkes.

The optimal scenario is to have a trained DSL (or deputy) available on site. This is the case at Wren's Nest. Where this is not the case, a trained DSL (or deputy) will be available to contact 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, School safeguarding systems 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 Wren's Nest 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 will continue to engage with social workers, and attend all multi-agency meetings, which can be remotely. Operation Encompass alerts will continue to be monitored and acted upon by the DSLs and Head Teacher.

The Local Authority has an up to date list of the contact information for the Head Teacher, DSL and Deputy DSLs and is able to contact them in the event of a concern or to pass on information. The Safeguarding Team are all able to access emails from home.

Whilst school is open there will always be a DSL or Deputy DSL on site. The DSL is available by phone at any time.

The DSL/Designated Teacher for CLA will ensure that information and files pertaining to children on plans (Care Plans (including PEPs) C.P., CIN, EH and EHCP, will be passed on immediately and Wren's Nest will do everything possible to speak to the receiving school prior to the child starting there. The Social Worker/EH Lead will be kept informed of this.

### **Reporting a concern that a child has been harmed or is at risk of harm**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy; this includes making **immediate contact with the DSL or Deputy DSLs by phone.** The DSL will manage the process from there. All concerns raised by staff or parents will be discussed with the Head Teacher and an agreed pathway will be decided. The DSL (or Deputy) will make the referral to Children's Services as necessary. All DSLs can access the secure Safeguarding folders from home.

If paper records need to be accessed and the school is closed, the DSL will liaise with the Head Teacher to open the safeguarding offices as necessary.

### **Staff are reminded of the need to report any concern immediately.**

If there is a significant safeguarding concern and/or if any child, where staying at home for a prolonged period raises a concern for a DSL, a referral to the MASH/Children's Social Services must be made immediately. The risks need to be outlined on a MARF. This also needs to be recorded in the individual casework recording.

**MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: MASH\_Referrals@dudley.gov.uk**

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher, Mrs Parkes. If there is a requirement to make a notification to the headteacher whilst away from school, this should be made verbally, and then followed up with an email to the headteacher. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown [Allegations@dudley.gov.uk](mailto:Allegations@dudley.gov.uk)

Concerns around the Headteacher should be directed to the Chair of Governors:

Name: Gill Abrahams

Email: [gillabrahams@hotmail.com](mailto:gillabrahams@hotmail.com)

## **Safeguarding Training and induction**

DSL training will continue to take place albeit virtually. Should you require DSL training, please book your place via Revolution for Schools website.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 Wren's Nest Primary 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

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, Wren's Nest 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 (2020) (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 Wren's Nest Primary School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 166 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Wren's Nest 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 in KCSIE or contact LADO, for advice and guidance.

Wren's Nest Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 173 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Wren's Nest Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 153 to 159 in KCSIE.

### **Online safety in schools and colleges**

Wren's Nest 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 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 Wren's Nest Primary School code of conduct.

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

#### Virtual/Online Lessons

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 should record, the length, time, date and attendance of any sessions held.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:

Childline:

[https://www.childline.org.uk/?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=UK\\_GO\\_S\\_B\\_BND\\_Grant\\_Childline\\_Information&utm\\_term=role\\_of\\_childline&gclid=EAiaIQobChMIIfLRh-ez6AIVRrDtCh1N9QR2EAAAYASAAEgLvD\\_BwE&gclid=aw.ds](https://www.childline.org.uk/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_S_B_BND_Grant_Childline_Information&utm_term=role_of_childline&gclid=EAiaIQobChMIIfLRh-ez6AIVRrDtCh1N9QR2EAAAYASAAEgLvD_BwE&gclid=aw.ds)

UK Safer Internet Centre – to report and remove harmful online content

<https://reportharmfulcontent.com/>

CEOP for advice on making a report on online abuse

<https://www.ceop.police.uk/safety-centre/>

## **Supporting children not in school**

Wren's Nest 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 robust communication plan is in place for that child or young person.

Details of this plan must be recorded on School safeguarding systems, as should a record of contact have made. Children on CP, CIN and EH plans as well as children with complex SEN on EHCP's /referred for an EHCP, will have at least weekly contact with a senior member of staff including the DSL and DSL Deputies. Where appropriate children will be spoken to in the presence of their parents to "check in with them".

School staff will have to use their own mobiles/landlines to facilitate this. This information is recorded and shared with the DSL (weekly contacts are placed in the Safeguarding Folder) and Head Teacher for the Covid -19 file. The information will be reviewed by the Head Teacher and DSL on a weekly basis and any additional support, advice or resources needed will be passed on via phone, email or socially distanced home visit.

A mobile phone is held by the headteacher and the number has been available for all parents should they need help and advice at any time.

If this relates to concerns that a child has been harmed or is at risk of harm, then an immediate referral is made to the MASH Team by the DSL in consultation with the Head Teacher.

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

Wren's Nest 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 Parent Hub App.

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

Additional advice and support can be accessed through the Head Teacher or DSLs

Wren's Nest 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 Schools safeguarding systems.

### **Supporting children in school**

Wren's Nest Primary School is committed to ensuring the safety and wellbeing of all its students.

Wren's Nest Primary School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Wren's Nest 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.

Wren's Nest 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 Schools safeguarding systems.

Where Wren's Nest 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 LA.

### **Peer on Peer Abuse**

Wren's Nest 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Schools safeguarding systems and appropriate referrals made.

## **Support from Local Authority**

The Local Authority updates the Head Teacher on a daily basis and this information is cascaded to the DSL and Deputy DSLs.

If any parent, carer or teacher is unhappy with the responses given to concerns raised they should immediately escalate the matter to either Miss Moren (DSL) Mrs Parkes (Head Teacher) or Mrs Abrahams (Chair of Governors) – their telephone numbers are at the front of this addendum. If they are still concerned that a child is at risk of harm or has been harmed, they have a professional and/ or personal duty of care to share the information they have with Children’s Services by ringing the MASH Team

**MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: [MASH\\_Referrals@dudley.gov.uk](mailto:MASH_Referrals@dudley.gov.uk)**