

EASTWAY PRIMARY SCHOOL



COVID-19 school closure arrangements for Safeguarding and Child Protection

Written: March 2020

By: EMorris

Approved by Governors: 31st March 2020

To be reviewed: April 2020

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 Eastway Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated Safeguarding Lead.....
5. Reporting a concern
6. Safeguarding Training and induction.....
7. Safer recruitment/volunteers and movement of staff.....
8. Online safety in schools.....
9. Children and online safety away from school
10. Supporting children not in school
11. Supporting children in school
12. Peer on Peer Abuse
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Appendices

- Contact Details
- Key Staffing Responsibilities
- Welfare Check Record
- Vulnerable Pupils RAG rated action plan
- Social Workers Agreed Prioritisation of Cases

Links to Key COVID-19 Gov.uk Documents

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Wirral Safeguarding Board COVID-19 updates

<https://www.wirralsafeguarding.co.uk/news/>

Key Contacts

Role	Name	Contact
Designated Safeguarding Lead	Emily Morris Headteacher	0151 677 1235 all correspondence to be sent to schooloffice@eastway.wirral.sch.uk School out of hours mobile 07342723209
Deputy Designated Safeguarding Lead	Nic Coverdale Deputy Headteacher	0151 677 1235 all correspondence to be sent to schooloffice@eastway.wirral.sch.uk
Family Support & Early Help at Eastway	Steph Dennett Family Support & Wellbeing Coordinator	familysupport@eastway.wirral.sch.uk
Designated Teacher for CLA	Claire Brodie SENDCo	brodiec@eastway.wirral.sch.uk
LA Virtual Headteacher for CLA	Trish Lewis	Mobile: 07919013778 trishlewis@wirral.gov.uk
Nominated Governors for Safeguarding	Andrew Symonds Chair of Governors	cog@eastway.wirral.sch.uk
Director of Children's Services	Paul Boyce	0151 606 2000 Colleen Halpin PA to Director of Children, Families and Education Tel: 07795427092 Email: colleenhalpin@wirral.gov.uk
Early Help Team	Elizabeth Hartley Assistant Director Early Help & Prevention	Gill Mackie Mobile Number 07918 372972 Office Number 0151 666 4330 PA to David Armstrong Assistant Chief Executive gillianmackie@wirral.gov.uk
Local Authority Designated Officer (LADO)	Anne King,	Telephone 0151 666 5525 Mobile 07342058612 Anneking1@wirral.gov.uk
LA Attendance Officer	Amanda Pierce	amandapierce@wirral.gov.uk
Head of Safeguarding Children	Joe Banham	0151 666 4371
Prevent Co-ordinator Alison.Burnett@Liverpool.gov.uk	Alison Burnett	07394559106 Alison.Burnett@liverpool.gov.uk

Prevent Team	Merseyside Police Prevent Team	0151 777 8560
Integrated Front Door	Mon-Fri, 9:00am - 5.00pm	Outside of these hours Tel: 0151 606 2008 ifd@wirral.gov.uk Tel: 0151 677 6557
Police	Emma.Hodgson@merseyside.police.uk Local community link officer	In an emergency or non-emergency but possible crime 999 101

Vulnerable children

Vulnerable children include those who have a named social worker and those children with education, health and care (EHC) plans, where the care element is explicit. Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support. We will review each case individually and assess the level of need and support needed. This list will be reviewed each Friday by HT, DHT, SENCo and Family Support Coordinator.

On 30th March Wirral LA released the following guidance to Headteachers.

We are writing to you to set out our plans for coordinating activity to vulnerable children known to social care in Wirral during the current crisis. Social care and early help are working together providing support to families in whatever way needed based on an assessment of risk. All open cases have been risk assessed and highest priority is being given to maintaining support and contact with those most vulnerable. In this context we are describing vulnerable children as those who are open to a social worker either being assessed, a child in need, subject to a protection plan or looked after. This group also includes children with an EHC plan where there is a care element and therefore, they are open cases.

To ensure you know which children this is we will regularly provide lists of open children attending your school or setting.

Social workers will then add this information to their risk assessments and make any necessary changes in the level of contact they have with families. If a child is not attending school or your setting but the social worker believes it is required in order to keep the child safe, we will ask the social worker to inform you and the family in writing of this arrangement. We will only be requesting this when the safeguarding concerns outweigh the risk of contracting COVID-19.

We are aware that as well as the children above described as vulnerable there is further group of children who are receiving services but do not have a social worker. These children need help for a variety of reasons, for example they are open to early help or they may be young carers. We are describing these children as supported children. We are asking all early help providers and services to undertake the same process of risk rating children. For any child where it is believed the risk has increased because of the current crisis then a further conversation will be held with children social care as to if the child status needs to be amended to vulnerable.

These arrangements do not change the process for referring a child to children social care should you have any other concerns.

The spreadsheet of vulnerable pupils has been returned to the LA and we have also produced a school list of our vulnerable and supported children RAG rated and further actions to be taken. See appendices.

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. The headteacher is responsible to recording and monitoring all pupil attendance during school closure. Eastway Primary School and social workers will agree with parents/carers whether children in need should be attending school. This will be in writing and parents/ carers must sign and agree to the terms and conditions of the Critical COVID19 Childcare Provision. Eastway Primary School will then follow up on any pupil that they were expecting to attend, who does not. Eastway 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.

To support the above, Eastway Primary School, 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, the headteacher will notify their social worker. Lead Worker in Critical COVID19 Childcare Provision will report all attendance to Headteacher by 10.30 daily. Headteacher to complete online form for daily register with DfE by 12 noon. Support will be taken from the LA Attendance Officer for Eastway, Amanda Pierce.

Designated Safeguarding Lead

Eastway Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Lead is the Headteacher, Emily Morris. The Deputy Designated Safeguarding Lead is Nicola Coverdale, Acting Deputy Headteacher. 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. We have a list of all Level 2 trained staff who will be in school daily during school closure but the HT remains the DSL at all times. All Level 2 staff are responsible for updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school. It is important that all Eastway 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 done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access

their CPOMS from home, they should email the Designated Safeguarding Lead. 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 contact the Headteacher immediately. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. Concerns around the Headteacher should be directed to the Chair of Governors, Andrew Symonds.

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). All staff have been directed to complete Level 2 Safeguarding and all relevant Child Protection eLearning courses on EduCare by 31st March 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 Eastway 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

For movement within the LA, schools should seek assurance from Wirral HR Manager that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Eastway 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). 7 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 Eastway 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. Eastway 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. Eastway 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, Eastway 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 School

Eastway 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 and iPads 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 Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in the school code of conduct. Eastway 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 contact with pupils or broadcasting should take place without prior consent from the headteacher:

- No 1:1 contact, parents/ carers or groups only
- if recording and sharing images online- 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 if possible.
- Live classes, streaming or broadcasting should NOT be taking place.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Eastway Primary School to communicate with pupils- class email, DoJo
- Staff should only be communicating with parents/ carers using the class email account, DoJo, using their PLN not personal Twitter account- no DMs. Staff should not be calling parents unless through prior arrangement with HT and a record must be kept. Staff must not like, comment or share Eastway Primary School page posts using their personal Facebook account. Please refer to our Social Media Agreement.

Supporting children not in school

Eastway 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 CPOMS, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Eastway 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 team will have Vulnerable Children update every Friday at 1pm during school closure. The school will share safeguarding messages on its website and social media pages. Eastway 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 Eastway Primary School need to be aware of this in setting expectations of pupils' work where they are at home. Eastway 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 CPOMS.

Supporting children in school

Eastway Primary School is committed to ensuring the safety and wellbeing of all its students. Eastway 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. Eastway 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. Eastway 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 CPOMS. Where Eastway Primary School has concerns about the impact of staff absence - such as our Designated Safeguarding Lead or first aiders - will discuss them immediately with Wirral LA.

Peer on Peer Abuse

Eastway 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 CPOMS and appropriate referrals made.

Support from the LA Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. The Headteacher will also provide regular group and individual supervision sessions as well as regular updates to governors. Headteacher will signpost parents/ carers and member of the community to safeguarding advice and guidance during school closure and provide contact details and procedures for reporting concerns.



WELFARE CHECK RECORD

All checks must be carried out in accordance with our vulnerable pupil COVID-19 Action Plan by the allocated member of staff/ agency professional and in the correct timeframe. Any contact with parents/ carers or pupils must be recorded in this format and uploaded on CPOMs within 12 hours of contact. If there is an immediate safeguarding concern the DSL must be called directly. Where another professional or agency has carried out the welfare check, we must gather the same information. Please encourage them to provide this in writing, preferably via email, following the same format. All records will be review at the weekly meeting between HT, DHT, SENDCo and Family Support every Friday 1pm via video link.

Child's Name (Link any siblings)	
Contact Date & Time	
Type of Contact (call, email, Video call, face to face/ doorstep visit)	
Who carried out the check	
Were children seen	
Comments on presentation	
Record of conversation/ visit	
Any concerns	
Follow up	
Any further actions	

COVID 19 AGREED PRIORITISATION OF WORK

AGREED IN PRINICIPLE 17/3/2020 - TO BE KEPT UNDER REVIEW AND UPDATED REGULARLY.

MASH	<p>Screening staff (social care advisors and social workers) will work from home responding to calls remotely. All can access systems from home.</p> <p>The duty team located at the integrated front door (IFD) to respond to priority referrals. Minimum 1 team manager advanced practitioner and 3 social workers. Capacity of this team to respond to be reviewed on a daily basis. Other staff to be available from home to be called out if required.</p> <p>If MASH very busy rest of CIN team on duty to support responses to increase referrals/contacts remotely from home.</p>
Children in need	<p>Assessments - we envisage less assessments to go through in the short term. All children protection referrals will be prioritised, and children seen within 24hours. Timescales when cases are allocated for a full assessment remain within 45 days. Most should be shorter and there should be no delay in service provision if required. For low priority work however, if there is slippage due to CV-19 this is to be recorded on child's file by manager. (Cross reference to visiting guidance)</p> <p>Visits where possible to be done remotely if any risk however, ideally at least 1 face to face home visit to take place during assessment. General precautions to be followed for this visit same as planned below for other statutory visits.</p>

Visits – workers should be able to visit everyone apart from families who have CV-19 or who state are self-isolating. Phone and check with families if self-isolating/have symptoms before visit. When unable to visit social workers should see children remotely over a device with a camera and this should be recorded as statutory visit, record to be marked as taken place remotely due to COVID 19. Visiting frequency to remain as per existing plan/stat guidance unless risk assessed decision pertaining to co-vid 19 is recorded on file - all COVID 19 related case records to be recorded as SIGNIFICANT EVENT with evidence of management oversight

What to do if we suspect families are avoiding contact with us:

Public Health advice to be sought about need to visit and response agreed case by case. This will be the same for S47 activity and we will need fulfil statutory duties to these children where clear safeguarding concerns. We will need agree which SW undertake visits (none with underlying health conditions who will be self distancing anyway). Where COVID 19 is a known risk further instruction will be issues on how the visit is to be conducted.

Medicals – CCG have confirmed that A&E will continue in the event CDU closes. Whilst CDU open it is business as usual for medicals. No change at this time.

Strategy Meetings – to be completed via Teams and partner agencies invited to attend via Teams calendar invite. Strategy meeting to be recorded as not directly face to face due to Covid-19. Minimum quoracy (Social

	Care/Health/Police) remains.
Family Matters	<p>Will maintain a minimal office presence with all other staff working from home.</p> <p>All children rag rated- children requiring visits as per red will be prioritised. Risk assessment will be undertaken on all children requiring a visit if the household is self isolating-</p> <p>Central list of all families self isolating kept under review- Management oversight to determine any further actions if vulnerable children are with families refusing visits.</p> <p>Vulnerable groups of staff have been identified- they are being redeployed to undertake other tasks as they are not undertaking home visits</p> <p>Back up rota for residential care to be agreed as appropriate</p>
CIN / CP	<p>CIN Meetings To be done virtually remotely or telephone calls, info recorded and should remain in timescales marked done in a different way because of Covid 19.</p> <p>Core groups same as CIN meetings</p> <p>CP Conferences – complete virtually. Statutory agencies, minimum quorate. Close Conference centre.</p> <p>CP consultation process to be amended to reflect safety planning as priority/ other services to be assessed.</p> <p>CP consultation requests to be routed</p>

	<p>through operational HOS</p> <p>CP plans reviewed by safeguarding unit and RAG rated to reflect current circumstances</p>
LEGAL GATEWAY	<p>Meeting to continue virtually</p> <p>In the absence of assessed imminent risk of harm plan to remain at current level, with safety planning reviewed. Exceptions to be discussed as HOS level.</p> <p>If risk of immediate harm is felt to exist – family courts to be utilised – consult with legal</p>
Looked After Children	<p>Family Time Contact – review every child, curtail those with high levels (e.g. 5 x per week) to reduce. Where possible, particularly for longer term placed children seek to conduct remotely. For now contact centre to remain open, clear hygiene messages and welfare calls to check on status of child and parent before going ahead – any self isolation or symptoms contact to be cancelled and clear reason for this noted on child's file.</p> <p>S47 enquiries for CIC – as in CIN/CP</p> <p>Care Order at home – efforts to visit should be taken, telephone in advance to see if anyone is self isolating or has symptoms, decision case by case with emphasis on need to see these children face to face. Where we suspect noncompliance, PHE advise to be sought and a plan developed to see child, if need visit when family is self isolating or someone unwell we will need PHE advise re self isolation of that social worker post visit.</p> <p>All PWP agreements to reviewed in the context of risk and visit</p>

	<p>frequency</p> <p>MFH IRI's – to be done virtually.</p> <p>Foster carers who are over 70 – speak to individually re their plan, we will need organise transport where support networks unable. Continuity of care is priority and in no circumstances will we support children being moved due to this. Clear decisions to be recorded on child's case record.</p> <p>Care leavers</p> <p>PA's to follow guidance for meetings and visits as with social workers.</p> <p>Care leaver payments</p> <p>Skeleton staff to pay out following safe procedures.</p> <p>Health Dental SDQ – cancelled if not a priority.</p> <p>Short breaks offer – letter sent, at present at parent's discretion, checks with parents – any symptoms or self isolation short break will be cancelled. For children staying in the home who become unwell, parents will be asked to collect, and we will review with public health approach to other children and staff with a view to deep clean and self isolation period.</p> <p>Short break unit to review with families and where viable offer outreach rather than bringing children into centre.</p>
ADMIN STAFF	To work from home where possible, skeleton staff focus mainly on finance
RECRUITMENT	Continue. Advise candidates

	interviews will be via Teams or phone.
PANELS	Need to be virtual and minimum quorate. If it is not possible to hold a panel ADM to make decision, then early panel review as soon as able.
Residential	<p>Will review care plans on case by case basis as any child becomes unwell or needs self isolate? Support rota to be developed. SW staff as cover.</p> <p>Individual BCP plans in place for each home.</p> <p>Reg 44 visits – suspended</p>
Student placements	<p>Cancelled planned placements, we cannot offer appropriate learning opportunities at present</p> <p>Existing students, including Step up and frontline who are already with us to continue same rules as other staff to apply will need speak to university about difficulties in evidencing learning etc.</p>