



COVID-19

School Closure Arrangements for Safeguarding and Child Protection

For use by all member schools

| | Name | Date |
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| Written By | E East, TSPT Safeguarding Lead | Mar 2020 |
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CONTEXT

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of The Spring Partnership Trust's (TSPT) Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- Context
- Key Contacts
- Vulnerable Children
- Attendance monitoring
- Designated Safeguarding Lead
- Reporting a concern
- Safeguarding Training and Induction
- Safer recruitment/volunteers and moving schools
- Online safety in schools
- Children and online safety away from schools
- Supporting children not in schools
- Peer on Peer abuse
- BYMT music lessons

KEY CONTACTS

The following individuals have specific responsibility for safeguarding matters:

Hayes Primary School (020 8462 1769)

Designated Safeguarding Lead (DSL): **Mrs Emma East**
(emma.east@hayes-pri.bromley.sch.uk)

Deputy DSL: **Mr Nivanka Vitarana**
Miss Liz Hughes
Mrs Amy Adams

Designated local committee members for Safeguarding: **Mrs Sally-Ann White**

St Mary Cray Primary Academy (01689 826081)

Designated Safeguarding Lead (DSL): **Mrs Phillipa Bild**
(phillipa.bild@st-marycray.bromley.sch.uk)

Deputy DSL: **Mr Mark Else**
Mr Liam Frost

Designated local committee member for Safeguarding: **Dr Ian Raitt**

Castlecombe Primary School (0208 857 1504)

Designated Safeguarding Lead (DSL): **Mrs Rhiannon Sampson**
(rhiannon.sampson@castlecombe.bromley.sch.uk)

Deputy DSL: **Mrs Rachel Haig**
Mrs Rebecca Olney

Designated Local committee member for Safeguarding: **Mr Tim Edwards**

Dorset Road Infant School (0208 857 3742)

Designated Safeguarding Lead (DSL): **Mrs Rachel Haig**
(rachel.haig@castlecombe.bromley.sch.uk)

Deputy DSL: **Mrs Deborah Oke**
Miss Paula Woodhead

Designated local committee member for Safeguarding: **Mr Tim Edwards**

Leesons Primary School (01689 602786)

Designated Safeguarding Lead (DSL): **Mrs Lucia Bernardi**
(l.bernardi@leesons.bromley.sch.uk)

Deputy DSL: **Mrs Anne Simpson**
Miss Joanne O'Leary

Designated local committee member for Safeguarding: **Mrs Lisa Elliott**

Midfield Primary School (020 8300 6161)

Designated Safeguarding Lead (DSL): **Ms Karen Kick**
(karen.kick@midfield.bromley.sch.uk)

Deputy DSL: **Mrs Jackie Barton**
Mr Phil Le Conte

Designated local committee member for Safeguarding: **Cllr Judi Ellis**

Looked after/Previously Looked after Children

The designated teachers who promote the educational achievement of children who are looked after or previously looked after are:

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| Hayes Primary School: | Mr Niv Vitarana |
| St Mary Cray Primary Academy: | Mrs Phillipa Bild |
| Castlecombe Primary School: | Ms Jane Golding |
| Dorset Road Infant School: | Mrs Deborah Oke |
| Leesons Primary School: | Ms Natalie Talbot |
| Midfield Primary School: | Ms Karen Kick |

Board level responsibility for Safeguarding within TSPT lies with the CEO, Mrs Jo Brinkley (jbrinkley@springpartnership.co.uk), and with the Director assigned responsibility for safeguarding, Mr John Cliff (jcliff@springpartnership.co.uk). The TSPT safeguarding lead is Mrs Emma East (emma.east@hayes-pri.bromley.sch.uk).

VULNERABLE CHILDREN

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school 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.

TSPT will continue to work with and support children's social workers to help protect vulnerable children. This includes working with, and supporting, children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

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 staff at TSPT will explore the reasons for this directly with the parent.

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

TSPT will encourage our vulnerable children and young people to attend school.

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.

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

In line with the DfE and Bromley Local Authority, TSPT will fill out the required attendance information and send to the correct email addresses. This currently includes a daily register and a register of the children who are currently supported by a Child Protection Plan. TSPT will follow all directives issued from the DfE and Local Authority regarding school attendance.

To support the above, TSPT 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, TSPT will notify their social worker.

DESIGNATED SAFEGUARDING LEAD

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 email - 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 through Safeguard Software 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 TSPT staff and volunteers have access to a trained DSL (or Deputy). On each day staff on site will be made aware of who that person is.

The DSL or deputies 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 reporting the concern via Safeguard Software, which can be done remotely.

In the unlikely event that a member of staff cannot access their Safeguard Software from home, they should email the Designated Safeguarding Lead, Headteacher and/or the Trust Safeguarding Lead. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay. There is no change currently to reporting concerns to the MASH team of the borough the child lives. See Child Protection and Safeguarding Policy for information about what to do if you are concerned about a child.

Where staff are concerned about an adult working with children in the school, they should report the concern by email or verbally to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done by email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors of the Local Committee or John Cliff, the Chair of Trustees for The Spring Partnership Trust:

TSPT will continue to offer support in the process of managing allegations.

There is no change to procedures currently when informing the LADO of any allegations. Please see the Child Protection and Safeguarding Policy for details.

SAFEGUARDING TRAINING AND INDUCTION

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

For the period COVID-19 measures are in place, a DSL (or Deputy) who has been trained will continue to be classed as a trained DSL (or Deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter TSPT, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from the TSPT HR Manager (hr@springpartnership.co.uk) 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, TSPT will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where TSPT 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.

school name 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 paragraph 163 of KCSIE.

TSPT 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, TSPT will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

ONLINE SAFETY IN SCHOOLS AND COLLEGES

TSPT will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

CHILDREN AND ONLINE SAFETY AWAY FROM SCHOOL

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

SUPPORTING CHILDREN NOT IN SCHOOL

TSPT 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 communication must be recorded on Safeguard Software.

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

TSPT 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.

TSPT will share safeguarding information on its website and social media pages.

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

TSPT 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 Safeguard software.

SUPPORTING CHILDREN IN SCHOOL

TSPT is committed to ensuring the safety and wellbeing of all its students.

TSPT will continue to be a safe space for children to attend and flourish. The Headteacher/SLT will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

TSPT 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 COVID-19.

TSPT 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 Safeguard software where appropriate.

Where TSPT has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust.

PEER ON PEER ABUSE

TSPT 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 the Child Protection Policy. The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Safeguard Software and appropriate referrals made.

MUSIC LESSONS WITH BROMLEY YOUTH MUSIC

TSPT schools are aware that individual instrumental and vocal tuition lessons are normally provided for our students by peripatetic teachers employed by Bromley Youth Music Trust (BYMT) and take place in school. The arrangements for this tuition have always been made by parents/carers directly with Bromley Youth Music Trust, whilst schools have facilitated the lessons and lesson timetable in school to ensure students do not miss the same lessons from one week to the next as far as possible.

In the current circumstances, BYMT are offering to continue to provide music tuition to their students via video lessons in accordance with their Online Learning Policy and with the written consent and understanding of parents. These lessons are taking place for a number of students in schools across Bromley. TSPT schools have been made aware of the BYMT procedures in place to safeguard children and young people and we have shared our own local safeguarding procedures and policy with them.

As a trust, we recognise the importance of music to our students and value the work BYMT teachers do and the opportunities they provide for our musicians across the schools and in Bromley. We also recognise that many of the teachers rely on this work as a source of income. We naturally want to support the continuation of music tuition for students at this time and this enrichment opportunity for them.

We understand that BYMT have made or will shortly be making direct contact with parents/carers of students enrolled for tuition and remind parents and carers to take note of the contents of the BYMT Online Learning Policy (attached) and the expectations of teachers, students and parents.

TSPT Schools and Bromley Youth Music Trust are committed to safeguarding and promoting the welfare of children and young people and expect all to share this commitment.