



South Grove Primary School

Arrangements for Safeguarding and Child Protection during COVID-19 Restricted Opening and Remote Education

Approved by:	[Name]	Date: [Date]
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Last reviewed on:	[Date]	
Next review due by:	[Date]	

Restricted opening and Learning from Home

Since March 2020, schools have been subject to periods of restricted opening, with remote education provided for most pupils at these times. Additionally, individual pupils and class cohorts have been required to self-isolate for up to 10 days due to close contact or quarantine requirements. This addendum to South Grove Primary's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key Contacts

During restricted opening, at South Grove staff may work from home or at school on a rota basis, taking a shared responsibility for the monitoring of pupils in school; for example by conducting welfare checks and home visits. However, when school is fully open to all pupils the DSL and Deputy DSL will be in place.

ROLE	NAME	CONTACT NUMBER	CONTACT DETAILS
Designated safeguarding lead (DSL)	Brigid Montgomery	0208 521 6000	brigid.montgomery@southgrove.waltham.sch.uk
Deputy DSL	Julie Maltwood	0208 521 6000	julie.maltwood@southgrove.waltham.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Phase Leaders Trained: Angela Rice Laura Fowler Amarjit Sandhu-Hanif Tanya Spain	0208 521 6000	angela.rice@southgrove.waltham.sch.uk laura.fowler@southgrove.waltham.sch.uk amarjit.sandhu-hanif@southgrove.waltham.sch.uk tanya.spain@southgrove.waltham.sch.uk
Head Teacher	Julie Maltwood	0208 521 6000	julie.maltwood@southgrove.waltham.sch.uk
Local authority designated officer (LADO)	Gill Nash	02084963646	lado@walthamforest.gov.uk
Chair of Governors	Charlotte Slade	0208 521 6000 0208 496 6338	charlotte.slade@southgrove.waltham.sch.uk governor.services@walthamforest.gov.uk

1. Scope and definitions

This addendum applies from the start of the Spring Term 2021 and has been reviewed for the re-opening of the school from September 2021. It reflects the latest advice from local safeguarding partners and the LA.

It sets out changes to our normal child protection policy in light of coronavirus, the national lockdown, and currently the easing of restrictions. It should be read in conjunction with that policy. Unless covered here, our normal Child Protection Policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#)

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Vulnerable Children

In this addendum, where we refer to vulnerable children, this means those who:

- 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 that 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 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 their home to provide any essential services. Many children and young people with EHC plans can safely remain at home.
- Those that have been identified by the school as young carers or those in need of support due to their mental health or that of their families
- Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- 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.

South Grove Primary School will continue to work with and support children's social workers to help protect the vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for care experienced children and young people.

The lead person for this will be: Brigid Montgomery (DSL) and Julie Maltwood (Deputy DSL).

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 increased 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 South Grove Primary School will explore the reasons for this directly with the parent. Where parents/carers are concerned about the risk of the children contracting COVID-19 the South Grove Primary School or the social worker will talk through these anxieties with the parents/carers following the advice set out by Public Health England.

The school will encourage our vulnerable children and young people to attend a school, including remotely if needed

4. Attendance Monitoring

We will continue to take our attendance register. Pupil attendance will be recorded according to the guidance provided by the DfE and local authority during school closure and opening.

If the school has any children in attendance (e.g. because they are vulnerable or their parent(s)/Carer(s) are critical workers) we will submit attendance data to the DfE and the Local Authority according to their requirements and in the set formats.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-foreducational-settings>

If the school has closed, we will complete any returns as requested by the DfE.

South Grove Primary School and social workers will agree with parents/carers whether children in need should be attending school – the school will then follow up on any pupil that they were expecting to attend, who does not. The 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, the school representative will, when communicating with parents/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 school will notify their social worker.

5. Designated Safeguarding Lead

South Grove Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is:

ROLE		NAME	CONTACT NUMBER	CONTACT DETAILS
Designated safeguarding lead (DSL)		Brigid Montgomery	0208 521 6000	brigid.montgomery@southgrove.waltham.sch.uk
Deputy DSL		Julie Maltwood	0208 521 6000	julie.maltwood@southgrove.waltham.sch.uk

The Deputy Designated Safeguarding Leads are:

ROLE	NAME	CONTACT NUMBER	CONTACT DETAILS
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Designated member of senior leadership team if DSL (and deputy) can't be on site	Phase Leaders Trained: Angela Rice Laura Fowler Amarjit Sandhu-Hanif Tanya Spain	0208 521 6000	angela.rice@southgrove.waltham.sch.uk laura.fowler@southgrove.waltham.sch.uk amarjit.sandhu-hanif@southgrove.waltham.sch.uk tanya.spain@southgrove.waltham.sch.uk
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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. A trained DSL will always be contactable.

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 systems, safeguarding reporting systems and liaising with the off-site DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or carry out statutory assessments.

It is important that all Opossum Federation staff and volunteers have access to a trained DSL or deputy DSL. On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL (or deputy) will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

7. Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding policy, and report immediately, this includes making a report via the schools safeguarding reporting system (Safeguarding), this can be done remotely or on site.

In the unlikely event that a member of staff cannot access the schools safeguarding reporting system remotely, they should telephone the Designated Safeguarding Lead, or Head Teacher of the school. 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 or volunteering with children in the school, they should follow the school reporting process and inform the Designated Safeguarding Manager as soon as possible. If there is a requirement to make a notification to the Designated Safeguarding Manager whilst away from school, this should be done verbally and followed up with in writing to the Designated Safeguarding Manager.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

Concerns around the Head Teacher should be directed to the Chair of Governors Charlotte Slade. If staff are concerned that they cannot report this they should utilise the whistleblowing process and contact lado@walthamforest.gov.uk

8. Safeguarding Training and Induction.

Face-to-face Designated Safeguarding Lead training is very unlikely to take place whilst there remains a threat of the COVID-19 virus. Remote training is currently in place.

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 the refresher training.

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 that they know what to do if they are worried about a child.

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

If staff, from outside South Grove Primary School, are deployed to another education or children's workforce setting or are deployed 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 between schools or indeed between employers, schools should seek assurance from the originating school that the member of staff has received the appropriate safeguarding training.

Upon arrival, they will be given a copy of the host setting's child protection policy, confirmation of the local processes and confirmation of the DSL arrangements.

9. 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. We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

When recruiting new staff, the 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).

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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.

Where the school is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167-172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that the 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, the school will continue to keep the single central record (SCR) up to date as outline in paragraphs 148 to 156 in KCSIE.

10. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately to the Head teacher or Designated Safeguarding Lead – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

The school will continue to follow the legal duty to refer to the Local Authority Designated Officer (lado@walthamforest.gov.uk) and 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.

The 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

11. Contact plans (for when children are at home)

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

We have agreed these plans with children's social care where relevant, and will review them each Half-Term or sooner if necessary

If we can't make contact, we will for example [contacting children's social care or the police].

12. Safeguarding all children

12.1 All children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns. They will act on concerns immediately in line with the procedures set out in section above'

12.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

13. Online safety in schools and colleges

13.1 In school

South Grove Primary will continue to provide a safe environment, this includes online. This will include the use of an online filtering system and monitoring systems in place in school.

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

We will continue to have appropriate filtering. If IT staff are unavailable, our contingency plan is to refer to our IT Consultant external to the school

13.2 Outside school

Please refer to the school's Remote Learning Policy.

14. 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 that a child may be at risk. Any such concerns should be dealt with as per the safeguarding and child protection policy, and where appropriate referrals should still be made to children's social care and as required, the police.

The principles set out in South Grove's staff code of conduct and the Remote Learning Policy attached to this policy will be followed during remote education.

South Grove Primary will ensure use of online learning tools and systems is in line with the privacy and data protection/GDPR requirements.

Below are some things we will consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1's, 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, if necessary.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by their senior managers and approved by or IT network manager/provider to communicate with pupils.
- Staff should record the length, time, date and attendance of any sessions held.

15. Supporting children not in school.

South Grove is committed to ensuring the safety and well-being of all 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 the safeguarding recording system as should a record of the contact made.

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

South Grove and its DSLs 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, via parent mail and its social media pages.

South Grove 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 our schools are aware of this in setting expectations of pupils' learning where they are at home.

16. Supporting children in school

South Grove is committed to ensuring the safety and wellbeing of all its children. The school will continue to be a safe space for all children to attend and flourish.

The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate to maximise safety.

The 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 the spread of COVID-19.

The school will ensure that where we care for the children of critical workers and vulnerable children on site, we ensure that appropriate support is in place for them. This will be bespoke to each child and recorded on our safeguarding recording system.

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

17. Peer on peer abuse

South Grove recognises that during school closure a revised process may be required for managing any report of such abuse and supporting victims. Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

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 those outlined in our safeguarding and child protection policy.

We 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 will be recorded on our safeguarding recording system and appropriate referrals will be made.

18. Support from the Local Authority for maintained schools

The Local Authority education team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes supporting them to access child protection files for the purpose of quality assurance, support, guidance and direction.

Maintained schools can access regular group and individual supervision sessions from the safeguarding in education team. This may take the form of an online meeting.

19. Support from the Safeguarding in Education Service

The Safeguarding in Education Service will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes providing support, guidance and direction. The Safeguarding in Education Service can provide group and individual supervision sessions. This may take the form of an online meeting.

21. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact the school's Designated Safeguarding Lead or Deputy. The school will make sure pupils, parents and carers are aware of this.

21.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Support will be provided by the School Counsellor or Waltham Forest EP Services.

21.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This may be through the School Counsellor offering counselling over the phone instead of face-to-face if appropriate.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 7 of this addendum.

22. Monitoring arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum each Half-Term by the Head Teacher and Designated Safeguarding Lead. At every review, it will be approved by the Full Governing Body.

23. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Remote Learning Policy
- Working From Home Policy
- Whistle-Blowing Policy