

## Education Child Protection/Safeguarding Template Policy

June 2020:

Education Settings Annex A - The safeguarding arrangements for the wider Opening of education settings to children from June 1<sup>st</sup>

Name of school/college: **Alfreton Park Community Special School**

Addendum approved by:

Name	Role	Date
Cheryl Smart	Head	04/06/2020
John Glasby	Chair of Governors	04/06/2020
Date addendum published by the setting and made available on the website		04/06/2020

Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented

Controlled upon completion

This annex A is new information schools/colleges need to address to support the safeguarding arrangements in their school/college to cover recent guidance issued by the government on the preparation for and the wider reopening of schools/colleges.

Schools/colleges need be familiar with the following recommended government guidance relating to the plan for wider opening, when considering their safeguarding arrangements:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This additional Annex A also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from the Local Authority (for example: about children with Education, Health and Care (EHC) plans, the Local Authority Designated Officer and Children's Social Care, Reporting Mechanisms, Referral Thresholds and Children in Need).

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

### Key Contacts during COVID-19 Arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Cheryl Smart	07719392644 <a href="mailto:Cheryls1@alfretonpark.derbyshire.sch.uk">Cheryls1@alfretonpark.derbyshire.sch.uk</a>
Deputy DSL(s)	Sharon walker Josie O'Donnell Tracy Cross Marie McCuaig	<a href="mailto:SWalker@alfretonpark.derbyshire.sch.uk">SWalker@alfretonpark.derbyshire.sch.uk</a> <a href="mailto:josieo4@alfretonpark.derbyshire.sch.uk">josieo4@alfretonpark.derbyshire.sch.uk</a> <a href="mailto:tcross@alfretonpark.derbyshire.sch.uk">tcross@alfretonpark.derbyshire.sch.uk</a> <a href="mailto:mmccuaig@alfretonpark.derbyshire.sch.uk">mmccuaig@alfretonpark.derbyshire.sch.uk</a>

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Role	Name	Contact details
Other contactable DSL(s) and/or deputy DSL(s): <ul style="list-style-type: none"> <li>• DSL at (school/college name)</li> <li>• Deputy DSL at (school/college name)</li> </ul>		
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site		
Headteacher/Principal	Cheryl Smart	
Chair of Governors/Trustees	John Glasby	John Glasby <JGlasby@alfretonpark.derbyshire.sch.uk>
Designated Governor/Trustee:	Francine Franklin	Francine Franklin <Ffranklin@alfretonpark.derbyshire.sch.uk>
Other key safeguarding agencies as noted in the school/college safeguarding/child protection policy 2019/20, Addendum April 2020		

## 1. Scope and Definitions

This Annex A applies during the period of school closure due to COVID-19, and the wider opening of an educational setting. It reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to our normal Safeguarding/Child Protection Policy in light of the Department for Education's Guidance collection for [Coronavirus \(COVID-19\): guidance for DDSCP](#), Derbyshire Safeguarding Education Sub Committee/Derby Education Hub

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[schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#) (updated may 2020)

This does not replace the schools/colleges Child protection /Safeguarding policy 2019/20, and an addendum, summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes, April 2020

## 2. Vulnerable Children

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) continues to apply.

There is the flexibility to offer a place to those who do not meet the Department for Education's definition of 'Vulnerable' but where the School/College has concerns will continue and will now include, those who could benefit from continued attendance. This might include children and young people who are on the edge of receiving support from Children's social care services, adopted children, NEET, those living in temporary accommodation, those that are young carers and others at the schools, colleges and local authorities discretion.

School and college staff will continue to work with children's social workers, the Designated Lead, virtual school heads, and any other relevant safeguarding, health and pastoral partners to help protect children.

## 3. Maintaining contact

*All families are contacted at least weekly via telephone. Up to 3 attempt will be made each week if parent refuse to answer phone.*

## 4. Reporting Concerns

**All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.**

The local authority has issued updated guidance about identifying vulnerable children during lockdown; assessing and supporting their needs. This includes supporting schools with early intervention services including the Early Help Transition Teams, to provide children and families with the right support at the right time.

### ['Lockdown Lens' for schools: safeguarding children in Derbyshire](#)

To provide schools with information about identifying vulnerable children during lockdown; and about assessing and supporting their needs.

What is different during lockdown?

The lack of visibility of children can amplify the risks for children, and indicators of

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emerging need could be missed. The message is to be vigilant and work with partners to safeguard children.

During lockdown, some families will experience a range of challenges, which could compromise their parenting and children may become more vulnerable. These pressures could include:

- Inter-parental conflict, domestic abuse or family breakdown
- Parental mental health, impact of social isolation and limited support
- Substance misuse and increased dependency on substances to cope
- Parental ability to provide home schooling e.g. language barriers, cross cultural dynamics, parents' cognitive skills
- Children becoming young carers for siblings or parents.
- Financial pressures on families for basics such as food, utilities and other essentials
- Lack of parental boundaries, home routines with meals, bedtimes and supervision including screen time.

During lockdown indicators of concern may be:

- Lack of parental engagement with home schooling arrangements
- Children not attending school when they have a place
- Families only engaging via phone calls or emails and not using video calls (lack of visibility)
- A range of indicators (see above) particularly where a child is not already open to Children's Services (see your Early Help & Safeguarding School Report, which is circulated via Perspective Lite on a fortnightly basis)
- Parents new to the school with previous history of social care involvement and some emerging concerns e.g. school attendance.

What is a vulnerable child?

The government has provided a definition of 'vulnerable children' for the purposes of school attendance during the COVID-19 pandemic. The government's guidance is available here:

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

In brief, the government's definition includes children with a social worker, children with an education, health and care plan and other children the education provider or local authority has assessed as being vulnerable. This could include, for example, children on the edge of needing social care support; adopted children; young carers; children in temporary accommodation; children not in education / employment and others at the provider's discretion.

It is important to be clear that this government definition relates primarily to school attendance. The Derby & Derbyshire Safeguarding Children's Partnership 'Thresholds document' should always be used as a reference point if there are concerns about a child that may require the provision of early help or support from social care.

Alongside this, the 'Lockdown Lens' needs to be applied and professionals should be conscious that the range of universal services and community support are operating differently following government Lockdown guidance. This could limit the visibility of a child and their need for help and protection. Partners are all still available to support vulnerable children and our Early Help Transition Teams can be contacted

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for advice and support.

**What can the school do?**

- Think about why I am concerned and what are the vulnerabilities?
- Identify the rationale of why you are concerned for the child now and what has changed to prompt you to think this?
- When making contact with the family think about whether you have you seen and spoken to the child – if not, why not? What were the barriers to doing so?
- Does the child require in-school solutions and how can you respond to decrease your concerns?
- Think about local support and services that can assist the parent/carer and child. (The Early Help Transition team can assist with directories and signposting and there are many resources detailed on SchoolsNet)
- What sources of support do I have access to assist me in making a decision?  
e.g.- Designated Safeguarding Leads, the Early Help Transition Team, the Starting Point Professionals Advice Line 01629 535353.
- Having considered the threshold document does the child/family require an early help assessment (EHA) to be undertaken, are there other agencies involved to work with to coordinate a response, does the concern warrant the involvement of children services? Your local Early Help Advisor is available to support you with the EHA process and links to key partners.
- For those children with allocated workers, keep in regular communication with them and escalate to the lead professional if you are not managing to make contact.
- If you believe the child is at risk of significant harm refer your concerns without delay by calling 01629 533190.

**Resources and services that can support schools working with vulnerable children:**

Emotional support for families, including mental health:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/healthprotection/disease-control/coronavirus/emotional-health-and-wellbeing/support-forfamilies/emotional-support-for-families.aspx>

Staying safe during the COVID-19 pandemic, including keeping children safe, support for children and domestic abuse:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/healthprotection/disease-control/coronavirus/staying-safe/staying-safe-during-the-covid-19-pandemic.aspx>

Safeguarding COVID-19 tile on SchoolsNet which has a range of documents published since the pandemic started including the Early Help offer, safeguarding updates and NSPCC information:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/safeguarding-covid-19.aspx>

Early Help Transition teams contact information:

**Chesterfield & High Peak**

Adam Cope, Early Help Development Officer

Mobile: 07827 313821

Email: [Adam.cope@derbyshire.gov.uk](mailto:Adam.cope@derbyshire.gov.uk)

**Erewash and South Derbyshire**

Nusrat Sohail, Early Help Project Officer

Mobile: 07827980617

Email: [Nusrat.sohail@derbyshire.gov.uk](mailto:Nusrat.sohail@derbyshire.gov.uk)

**North East & Bolsover and Amber Valley**

Debbie Hadley - Early Help Transition Project Officer

DDSCP, Derbyshire Safeguarding Education Sub Committee/Derby Education Hub

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Mobile: 07866 216 961

Email: [Debbie.hadley@derbyshire.gov.uk](mailto:Debbie.hadley@derbyshire.gov.uk)

## **5. Designated Safeguarding Lead (and Deputy) Arrangements**

As more children return the School/College will have a trained DSL or Deputy DSL available on site to coordinate the safeguarding arrangements, and liaise with social workers. If activities take place offsite there will be arrangements in place to provide access to a designated lead.

All school and college staff and volunteers will have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

In exceptional circumstances:

- a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example, working from home
- sharing trained DSLs (or deputies) with other schools or colleges (who should be available to be contacted via phone or online video)

The school/college will ensure there are sufficient staff members can provide pastoral support to help meet the needs of children as they return.

The DSL will provide support to teachers and pastoral staff to ensure contact is maintained with children and their families. This will be for those children and families in school and more importantly for those who are not in school.

Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school or college site via school or college phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

When communicating with families, this should only be done through school email addresses or recognised channels, within school hours and on school devices. It is recommended that any staff member contacting parents and families is made aware of the school's policy around etiquette and content.

The Designated lead will ensure great care will be taken in the content, storage and dissemination of any records made.

The DSL will ensure all staff will be kept up to date with government and local changes in respect of children returning to the school/college and the school/college will update parents/carers and make the relevant guidance's available on the website.

## **6. Staff Recruitment, Movement of Staff, Training and Induction**

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The existing school/college workforce may continue to move between schools/colleges in response to Coronavirus.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction. Supply and agency staff, who may be recruited for the wider opening of the school/college will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

Some schools/colleges are 'borrowing' staff from other schools/colleges. This will continue to be necessary in some cases and the usual expectations will apply around verification, training, induction to the setting they are temporarily working in and knowledge of the schools/colleges safeguarding policies and procedures.

The school/college will be clear in how they will access information, both hard copy and electronic especially with regards temporary log in and admin privileges. The school/college will revisit, processes for data sharing and storage, particularly if key staff members are not on site, using "borrowed staff" and or using other schools.

External visitors should be kept to a minimum, but schools/colleges should make themselves available for Childrens Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

## **7. Risk Assessments**

The School/College will work with the latest guidance provided by the government on:

- Risk assessments;
- Home school transport;
- Managing the school/college site;
- Staggering start times, breaks and finish times;
- First aid;
- Social distancing;
- Personal Protective Equipment;
- Managing an outbreak of Coronavirus.

The local authority has provided templates, and resources in preparation for a return to school/college to assist: <http://services.derbyshire.gov.uk/Page/1277>  
<http://services.derbyshire.gov.uk/Page/17535>

For children and young people with EHC (education and health care) plans in Derbyshire all providers have been sent risk mitigation forms to complete and return to the school Lead SEND Officer.

The Risk Mitigation forms are found here:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/special-educational-needs-and-disabilities-guidance.aspx>



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Each child has been allocated an additional key worker within education to monitor their provision.

Work will continue in partnership with the key worker, other key health and social care professionals, and the family to review risk assessments in light of a wider opening of the school/college:

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Children and young people with other complex needs, such as children and young people with special educational needs and disability (SEND) who do not have an EHC plan, the school/college or local authority can now exercise its discretion to do a risk assessment and offer a place.

The school/college will continue to undertake and review risk assessments for children and young people with EHC plans who remain at home. Risk assessments will continue to be undertaken to ensure:

- It assists decisions on which children and young people, with an EHC plan, should be attending their educational setting, taking into account the changing circumstances of individual children and young people, with an aim that they can be brought back into face to face education when it is right for them;
- when attendance is not appropriate, assessments can help make decisions about the support children and young people should receive at home, noting that circumstances may have changed;
- Providing helpful information to Headteachers and other professionals in planning for, and supporting, those children and young people with an EHC plan when they do return to educational settings

## **8. Monitoring attendance**

It is expected that vulnerable children will attend where it is appropriate for them to do so and where there are no shielding concerns for the child or their household; where they are not clinically vulnerable and or/following a risk assessment for those children with a EHC plan and or clinical vulnerabilities.

We will continue to work with children and their families not in school and will work with the relevant children and their families to return to school/college.

Parents/carers will not be penalised if their child does not attend education provision.

Schools/colleges will resume taking their attendance register from the 1<sup>st</sup> June, and will complete the online Educational Settings Form (DfE daily updates).

In addition, schools/colleges in Derbyshire will be completing a returns list of pupils in school to the local authority to help identify with social care partners pupils who are attending and especially those who are deemed as vulnerable and are not attending.

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<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/dcc-information-return.aspx>

## **9. Transport and safeguarding**

Schools/colleges are working with the local authority on the reinstating of school transport for some pupils as they are returning to school. There are priority groups including vulnerable children and young people. Schools/colleges will work with their transport providers to ensure this and that there are appropriate safeguarding arrangements under the current restrictions and social distancing.

*We have worked closely with Specialised Transport team to ensure pupils safety.*

## **10. Safeguarding Pupils and Teachers Online**

Schools/colleges should still refer to NSPCC guidance, when engaging in remote learning. The guidance is unchanged since its previous update (April 21<sup>st</sup> 2020).

Schools/colleges should consider greater communication with parents around working on line, to provide reassurances that they are working in a safe environment and encourage them to make their child's online activity as safe possible, this may mean referring families to resources: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

When video conferencing, schools/colleges are advised not to use 'new platforms' but rather work with established and trusted systems that are already in place such as e.g. G Suite or Office 365.

The Dfe recommends that the school/college will signpost any queries, and in regards to data protection to their Local authority Data Protection service.

*Some use Purple Mash which is established in its use and has GDPR approval*

## **11. Peer on Peer Abuse**

Usual reporting of suspected or actual peer on peer abuse applies. All staff need to be aware that incidents may have happened out of school, whilst children are not attending, and these may require a safeguarding response when they return and the school/college is made aware.

## **12. Mental Health and Well-being**

The school/college will continue to support children in respect of their emotional health and wellbeing and acknowledge that, on a child's return into the school/college, lockdown may have had, and may continue to have, an adverse impact upon their health, wellbeing and safety.

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There are guidance's available (updated May 21<sup>st</sup>) to assist and all staff will be made familiar with this: <https://www.gov.uk/guidance/supporting-pupils-wellbeing>

All staff will be updated around how to identify, refer and respond to a child presenting concerns and know how schools/colleges can receive help:  
<https://derbyandderbyshireemotionalhealthandwellbeing.uk/>

A new email address for professionals to access this new service is: [ddccg.tict@nhs.net](mailto:ddccg.tict@nhs.net)

### **13. Monitoring Arrangements**

This policy (June 2020, Annex A 2020) will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum every 3-4 weeks by Cheryl Smart.

At every review, it will be read and approved by the full governing board.

### **14. Resources**

#### **Department for Education coronavirus helpline**

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

If you work in a school, have the schools/colleges unique reference number (URN or UK PRN) available

Frequently asked questions on the wider reopening of schools/colleges -

<https://schoolsnet.derbyshire.gov.uk/site-elements/documents/administration/early-years-pvi-frequently-asked-questions-issue-3.pdf>