



**COVID-19 Partial Opening Safeguarding  
Arrangements at Robin Hood Primary and  
Nursery School**

## **1. Context**

From 20<sup>th</sup> 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 Robin Hood Primary's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

### ***1. Context***

### ***3. Vulnerable children***

### ***4. Attendance monitoring***

### ***5. Designated Safeguarding Lead***

### ***6. Reporting a concern***

### ***7. Safeguarding Training and induction***

### ***8. Safer recruitment/volunteers and movement of staff***

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

### ***10. Children and online safety away from school***

### ***11. Supporting children not in school***

### ***12. Supporting children in school***

### ***13. Peer on Peer Abuse***

## Key contacts:

Role	Name	Contact details
<b>Designated Safeguarding lead</b>	Vicky Wales	<a href="mailto:vwales1@robinhoodprimary.org.uk">vwales1@robinhoodprimary.org.uk</a>
<b>Deputy Designated Safeguarding Lead</b>	Pete Boulton	<a href="mailto:enquires@robinhoodprimary.org.uk">enquires@robinhoodprimary.org.uk</a>
<b>Deputy Designated Safeguarding Lead</b>	Julie Smith	N.B this is a shared inbox any personal or sensitive information should be sent to Vicky Wales directly.
<b>Safeguarding Governor</b>	Jeanie Jovanova	

**SPA - 0208 547 5008 Out of Hours - 0208 770 5000**

**LADDO - 0209 891 7370**

[lado@achievingforchildren.org.uk](mailto:lado@achievingforchildren.org.uk)

**Wandsworth Safeguarding: 0208 871 7707** [accessteam@wandsworth.gov.uk](mailto:accessteam@wandsworth.gov.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 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.

Robin Hood Primary and Nursery School (RHPNS) will continue to work with and support children's social workers to help protect vulnerable children who attend the school and those who are continuing home learning. 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. The lead person for this will be: Mrs Vicky Wales

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and RHPNS will explore the reasons for this directly with the parent.

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

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

### **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.

RHPNS and social workers will agree with parents/carers whether children in need should be attending school – RHPNS will then follow up on any pupil that they were expecting to attend, who does not. RHPNS will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend. Staff in school will notify the Deputy Head or DSL if a child has not arrived at school who will then make contact with a parent/carer. Parents will not be penalised if their child does not attend educational provision.

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

### **Designated Safeguarding Lead**

RHPNS has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is:

Vicky Wales

The Deputy Designated Safeguarding Leads are:

Pete Boulton

Julie Smith

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.

The DSL will liaise with staff on site to ensure information is recorded and updated as required and ensure social workers have access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all RHPNS staff and volunteers have access to a trained DSL (or deputy).

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. Staff may identify new safeguarding concerns about individual children as they see them in person following school closures. They should report these concerns in the same way. The DSL and deputies will continue to support staff and children regarding these new concerns. All staff have contact details for all members of the DSL network. Staff should email two members of the DSL team to ensure 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 report the concern to the headteacher. 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:

Mark Callis - Contact details: [enquiries@robinhoodprimary.org.uk](mailto:enquiries@robinhoodprimary.org.uk)

N.B This is a shared inbox and personal and sensitive information should not be shared - request for Mark Callis to make contact with you.

RHPNS will continue to ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate and encourages parents/carers to advise of any changes regarding welfare, health and well-being that we should be aware of before a child returns.

## **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 RHPNS, 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 Multi-Academy Trust (MAT) 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, RHPNS 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 RHPNS 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.

RHPNS 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.

RHPNS 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, RHPNS 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**

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

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

### **Children and online safety away from school and college**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the 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 RHPNS code of conduct.

RHPNS will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

RHPNS teachers will not deliver virtual lessons but may upload a pre-recorded video, which must have been verified by a colleague within their phase or a member of the DSL team. Staff must always consider the following when making a recording:

- 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 plain.
- Language must be professional and appropriate, other family/household members should not be visible or audible in the background.
- Staff must only use platforms agreed by RHPNS to communicate with pupils

Under no circumstances will staff use webcams on a one to one or group scenario with pupils and parents. Members of the DSL may need to attend virtual meetings with parents but this would always be with an additional professional.

## **Supporting children not in school**

RHPNS 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 by the DSL on a RHPNS chronology, as should a record of contact have been made.

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

RHPNS and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and in email communication with the school community.

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

RHPNS 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.

## **Supporting children in school**

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

RHPNS 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.

RHPNS 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.

RHPNS 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.

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

## **Peer on Peer Abuse**

RHPNS recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive 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 Safeguarding Policy.

RHPNSI 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 RHPNS Chronology and appropriate referrals made.

## **Mental Health**

RHPNS is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

RHPNS ensures that appropriate support is in place for all children on site (those

returning, those of critical workers and vulnerable children). There is always a member of the leadership team available - either in person or on the phone - to discuss concerns and worries with.

RHPNS will continue to offer support to pupils who are not on site, this will be done remotely or by phone or delivery.

RHPNS will ensure that all pupils have contact details for appropriate support services.

- KOOOTH is an online counselling and emotional well-being platform for children and young people <https://www.kooth.com/>
- Childline (free and confidential) : 0800 1111  
<https://www.childline.org.uk/get-support/>

**School Name:** Robin Hood Primary and Nursery School (RHPNS)

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