

Appendix 7: Covid 19

This annex is to read in conjunction with the above safeguarding policy and other relevant policies and procedures. It is based upon our chosen practises in conjunction with direction and advice from the DfE and Croydon Local Authority

During a national emergency, procedures necessarily alter temporarily as outlined below.

All staff, pupils and governors are to follow government guidelines in relation to self-isolating, social distancing and mobilising as well as NHS advice regarding symptoms, illness, reporting and working. All staff are to be familiar with the content of this appendix – shared by email.

School Closure:

In order to reduce the likelihood of Covid-19 being spread to and by children and staff to people who live in the same homes as themselves, the school was closed to most children by Government instruction on Friday 20th March until further notice.

Prior to this closure, key messages about Covid-19; what it is, how we feel about it and how to stay healthy at this time were shared in child-friendly ways alongside routines of increased hand washing, using soap and drying.

Who is on-site during the period?

Minimal staffing

- *A maximum of two staff to supervise and support children– usually a teacher and a teaching assistant*
- *X1 member of office staff*
- *X1 Care taker*
- *X1 Midday meals supervisor*
- *X1 Cleaners*

Children who are allowed to attend school during this period are:

- *Children currently subject to a Child Protection or Child in Need Plan*
- *Children whose parent(s)/ carers are key workers that have no appropriate alternative child care e.g. grandparent living in the home*
- *Any children that the school has identified as vulnerable – where this is so, parents will have received direct contact inviting them to continue to send their child to school.*
- *Risk assessments are completed by the Inclusion Manager for Children with finalised EHCPs where consideration as to the balance of risk of accessing schooling vs home-education warrants this. Risk Assessments are shared with LA through their SEN case managers.*

Information sharing:

Information is being shared on CPOMS, through the Safeguarding document on x:/ and a brief log against the names of vulnerable children so that DSLs, other leaders and staff involved can access information required. Where a safeguarding matter is updated, DSLs and the Family Support Worker also email each other so that others are duly alerted and kept up to date with changes and information.

Staff Responsibilities

- 1) **Concerned about the safety or welfare of a child**

- a) Speak to Petra Jones or Stephen Jones as well as recording on CPOMS – Phone numbers displayed in staffroom or available via the main school office.
- b) SPOC is operating as normal and can be contacted in the event that neither DSL is available – telephone numbers are in this policy and displayed in the staffroom
- c) If you believe that a child is at immediate risk of harm call the police on 999

2) Allegations against a teacher, other staff member, volunteer or another professional

- a) Follow procedures as per the school safeguarding policy
- b) The LADO function is operating as normal

3) Designated safeguarding leads

- a) When a DSL is available on site, they are the first point of contact, when they are working remotely, Petra Jones or Stephen Jones are contactable by phone – telephone numbers displayed in staffroom
- b) In the unlikely event that neither can be reached, call SPOC for advice.
- c) A DSL will inform all staff of any changes to the safeguarding policy

4) Vulnerable children

- a) We recognise that all pupils are potentially vulnerable during this period, though some pupils are already known to be more vulnerable than others.
- b) The school has taken steps to ensure all children are safeguarded during this period.
- c) Children will be prioritised in relation to risk, with actions proportionate to risk.
- d) We are using the following arrangements:

Priority	Arrangements to safeguard
1) Without continued regular contact this child they will be at significant risk of harm.	An assigned DSL makes weekly contact with family and liaises with Social Worker. Information is updated and shared in usual ways: CPOMS, X:/ Table and in weekly Safeguarding meeting. As well as on spreadsheet used by all 4 non-ELP staff making calls.
2) Active contact needs to be maintained with this family on a regular/weekly basis to monitor how the family are coping and to escalate if necessary.	An assigned member of staff (Either Inclusion Manager (DSL), Deputy Head (DSL), Assistant Head teacher or Family Support Worker and Teachers of children in the Enhanced Learning Provision have responsibility for calling these families weekly and logging this on shared spreadsheet. Teachers of children in the ELP share any concerns in keeping with usual practise – they share their log with Stephen Jones who adds this to the central spreadsheet
3) Less frequent contact can be maintained due to stability in this child's safety network	As above, but this may be agreed to be every 2 or 3 weeks

- e) A record will be kept of all contacts made, which will be recorded on a spreadsheet on X:/
- f) Any concerns about the welfare or safety of a child should be recorded and reported to the DSLs as normal as set out in the school's safeguarding policy.
- g) Where a child is in receipt of a finalised EHCP and it is thought or known that they are vulnerable in the home, the Inclusion Manager completes a risk assessment about the suitability of home education which is shared with the case worker and other DSL.
- h) The school website has been updated with a 'Contact your teacher' link for parents to email the school with any queries, concerns or requests

- i) *The school website has been updated with a Home Learning tab which includes many links to free websites, resources and weekly home-learning letters from teachers – this continues to be developed.*
- j) *Contact from school for the sharing of vouchers via email to support food shopping where they are eligible*
- k) *Additional resourcing support from SENCO and other staff where needs are identified.*
- l) *When families of vulnerable children are contacted, they are reminded that they may send their children to school (as of 21.4.20). Where there is a concern about a child, parents are expressly encouraged to send their child into school.¹*
- m) *Where social care are known to have involvement with a family, the DSL assigned to call the family weekly shares the **expectation** that their children attend school²*
- n) *DSLs and staff given specific direction from DSLs continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period. All liaison is shared through CPOMS, X:/table and the Safeguarding email account.*
- o) *Any safeguarding-related emails that come to the school office are forwarded onto the Safeguarding email account.*
- p) *Where multiple attempts to contact a family are unsuccessful, DSLs in conversation with the Family Support Worker, Assistant Head Teacher for Early Years and Attendance Officer will agree actions that may include home visits.*
- q) *As of W.C 27.4.20, Class Teachers make fortnightly contact with all of the families in their class and log this. Any arising safeguarding concerns are shared via CPOMS and an email to safeguarding@winterbourne-inf.croydon.sch.uk for a DSLs to discuss and follow up*

Children who have moved away from Croydon

Our school remains in regular contact with all of our pupils during the school shutdown to make sure they are safe. In doing this should staff become aware of pupils who have either moved elsewhere in the UK or gone abroad. These moves may be temporary, permanent or unclear at this stage.

We will continue to have regard to the safeguarding and well-being of all pupils on our roll during this period, even if they have moved away from Croydon.

If staff identify a pupil that has moved away during this period they:

1. Inform attendance officer (Sue Connelly) and DSLs through CPOMS and email to safeguarding@winterbourne-inf.croydon.sch.uk
2. Remain in regular contact with the family to ensure the pupil is safe and well;
3. Attendance officer obtains details of the pupil's new address and new parent/carer contact details;
4. DSLs assess any safeguarding or other risk that may arise from the move;
5. Staff member having initial phonecall seeks to ascertain whether the move is temporary or permanent; and

¹ "Senior leaders, especially DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support." <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> 1.5.20

² "There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child." <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> 1.5.20

6. Pupil is NOT removed from roll until advised to do so by the Children Missing Education Officer (who liaises with Sue Connelly)

5) Attendance

- a) The school will maintain a daily register of all staff, volunteers and children attending the school.
- b) The numbers in attendance will be reported daily to the Department of Education and Croydon Council in line with required reporting requirements.
- o For Croydon Council this should be sent to educationenquiries@croydon.gov.uk by midday every day.

6) Safer recruitment

- a) Safer recruitment checks will continue for new staff and volunteers as before in line with the school safer recruitment policy
- b) All new staff and volunteers must undertake safeguarding training

7) Safeguarding in the event that the school acts as a hub school

- a) The head teacher in agreeing to act as a hub must ensure that:
- o The school that is sending children to the hub school also sends appropriate staff to support the children in attendance at the hub school.
 - o Every day all staff, volunteers and children at the school are aware of the safeguarding arrangements at the school.
 - o All staff and volunteers working at the school from other schools have satisfactorily cleared all required safer recruitment checks and undergone safeguarding training in the last 12 months. This can be done by way of a letter of assurance from the sending school.
 - o Staff and volunteers from other schools are added to the Single Central Register.
 - o They have emergency contact information for all staff, volunteers and children in attendance at the school.
 - o They have emergency contact details for a member of the sending schools senior leadership team and their on call DSL.
 - o They have appropriate SEND, medical, safeguarding and welfare information in respect of any vulnerable children attending the school

9) Safeguarding in the event that our pupils participate in a hub school

- a) The head teacher in sending pupils to attend a hub school must ensure that:
- o They send appropriate staff to support your school's children while they are attending the hub school.
 - o Such staff must have satisfactorily cleared all safer recruitment checks and undergone safeguarding training in the last 12 months.
 - o They provide the hub school with a letter of assurance regarding safer recruitment checks and safeguarding training.
 - o Your staff and the hub school have emergency contact details for a member of the school's senior leadership and team and on call DSL.
 - o Your staff and hub school have emergency contact information for all children expected to attend the hub provision.
 - o Your staff and the hub school have appropriate SEND, medical, safeguarding and welfare information in respect of any vulnerable children attending the hub schools.
 - o That other involved professionals are made aware that the child will be attending a different school as part of a hub school arrangement.

10) Contextual safeguarding information

- a) *The designated safeguarding lead for the school will ensure:*
- *All staff and volunteers are aware of the increased contextual safeguarding risks associated with Covid-19 in respect of online safety, mental health and domestic abuse.*
 - *Parents/carers and children are given appropriate information in relation to the increased contextual safeguarding risks associated with Covid-19 in respect of online safety, mental health and domestic abuse [via school website](#)*

Stephen Jones

Signed: _____

Signed: _____

Print name: _____

Print name: _____

Designation: Governing body chair

Designation: Lead governor for safeguarding

Date: _____

Date: _____

Date of ratification at Governors:

Date shared with all staff by a DSL: v2 27.4.20 (Stephen Jones)

V3 – updated 1.5.20 – Shared on Stephen Jones' behalf