



APPENDIX A

COVID-19 School Closure Arrangements for Safeguarding and Child Protection – Spring 2021

Context

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

Schools, and all childcare providers, were asked to continue 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.

Since 1st September 2020, a full return to school is expected but all the safeguarding measures put in place for the Summer term are to continue.

Key Contacts

Role	Name	Contact number	Email
Deputy Safeguarding Lead (including EYFS)	Tina Herbert	07730 598544 07946 837055	therbert@moorfieldschool.co.uk
Head of Moorfield	Tina Herbert	As above	As above
Governor responsible for safeguarding	Dr Fiona Schneider	07784 623586	fschneider@moorfieldschool.co.uk
DSL (including EYFS) and Pastoral Lead	Lynsey Rix	07930 989913	lrix@moorfieldschool.co.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.

At the moment, there are no children at Moorfield School with an EHCP or who identify as vulnerable using the criteria above.

Critical Workers

Although HM Government is clear that children should be at home wherever possible, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, we will notify our local authority (Bradford Safeguarding Partnership) who will arrange for the child/ren to attend another 'hub' school in the area.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

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.

The School will follow up with any 'critical worker' parent or carer who has arranged care for their child(ren) but the child(ren) subsequently do(es) not attend.

To support the above, the School will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

If the School has any children in attendance (e.g., because they are vulnerable, the children of critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Designated Safeguarding Lead

The School has one Designated Safeguarding Lead (including EYFS) and a Deputy Designated Safeguarding Lead, whose contact details appear on the first page of this appendix. We will endeavour to have a trained DSL available on site when pupils are present. Where this is not the case, a trained DSL will be available to be contacted via phone or online video - 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.

Whatever the scenario, the School recognises that it is important that all The School staff and volunteers have access to a trained DSL or deputy. All staff know how to contact a DSL if they have any concerns.

Reporting A Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School's Safeguarding Policy. They should telephone the DSL or Deputy DSL and record the concern using the concern record sheets on the shared drive (teacher resources/safeguarding).

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 Head immediately. If they need to report to the Head while she is off site, they should do so by telephone. Staff must never only leave an answerphone message. If the Head is not contactable, the member of staff should contact the DSL.

Concerns around the Head should be directed to the Chair of Governors.

Safeguarding Training and Induction

DSL training is unlikely to take place during this period, but the Deputy DSL completed her refresher training courses in January 2021 and the DSL completed the full training in January 2021. All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education 2020. The Designated Safeguarding Leads trained all staff at the beginning of this academic year so that they know what to do if they are worried about a child.

If new staff are recruited, or new volunteers enter the School, they will continue to be provided with a safeguarding induction.

Safer Recruitment/Volunteers

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, the School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Part 3 of KCSIE 2020.

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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Where the School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The School will continue to comply with 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 179 of KCSIE 2020.

The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE 2020 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 environment, it is essential from a safeguarding perspective that the School is aware, on any given day, which staff/volunteers will be in the school 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 outlined in paragraphs 164 to 171 in KCSIE 2020.

Online Safety in School

The School will continue to provide a safe environment, including online; this includes the use of an online monitoring and filtering system. Where children 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 that 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.

Online teaching should follow the same principles as set out in the school's staff code of conduct. The School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some simple things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children should wear suitable clothing, as should anyone else in the household who may be seen on screen.
- All devices used for livestreaming should be used in an appropriate area, with a suitable or blurred background behind staff and children participating.
- All live classes should be recorded so that if any concerns arise, the video can be reviewed.
- Language must be professional and appropriate and there is an expectation that this requirement extends to anyone else in the household who may be heard onscreen.
- Staff must only use the platform agreed with SLT (Google Classroom, Class Dojo) to communicate with pupils.

Supporting Children Not in School

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

Where the Designated Safeguarding Lead has identified a child to be on the edge of social care support, or who would normally receive pastoral support in school, they should ensure that a robust communication plan is in place for that child or young person. The communication plan may include remote contact, phone/email contact with the child and their parents. The DSL, Deputy DSL and Pastoral Lead will maintain regular contact.

Details of any contact made should be recorded in the normal way. Where concerns arise, the Designated Safeguarding Lead will consider any referrals as appropriate.

The School recognises that attending school is a protective factor for children and young people, and that the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at the School will be aware of this in setting expectations of pupils' work where they are at home.

The School will ensure that, if we are unable to care for the child/ren of critical workers and vulnerable children on site, we will liaise with Bradford Children's Safeguarding Partnership and the parent/carer to find a suitable alternative, e.g., at a 'hub' school. In that situation, the DSL will ensure that the DSL of the hub school is made aware of any relevant safeguarding information relating to a child.

Supporting Children in School

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

The School will continue to be a safe space for all children to attend and flourish. The Head will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, maximising 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 spread of coronavirus.

The School 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 their pastoral or safeguarding record as appropriate.

Peer on Peer Abuse

The School recognises that, during the closure, a revised process may be required for managing any report of such abuse and supporting victims. Where the School receives a report of peer on peer abuse, it will follow the principles as set out in Part 5 of KCSIE 2020 and of those outlined within the School's Safeguarding Policy. The School will listen carefully and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

All concerns and actions taken must be recorded in the usual way (concern record sheet) and where appropriate referrals made.

Policy reviewed by: Tina Herbert, Head and Deputy DSL
 Policy date: 22nd December 2020
 Next review date: As and when needed

Signed by Chair of Governors _____

(Martin Alton)