



COVID-19 school closure arrangements for
Safeguarding and Child Protection at Ravensdale Junior
School

School Name: Ravensdale Junior School

Policy owner:

Date:

Date shared with staff:

- 1 Context
- 2 Scope and Definitions
- 3 Vulnerable children
- 4 Attendance monitoring
- 5 Core safeguarding Principles
- 6 Designated Safeguarding Lead
- 7 Working with Other agencies
- 8 Reporting a concern
- 9 Safeguarding Training and induction
- 10 Safer recruitment/volunteers and movement of staff
- 11 Online safety in schools and colleges
- 12 Children and online safety away from school and college
- 13 Supporting children not in school
- 14 Children attending other settings
- 15 Supporting children in school
- 16 Safeguarding All Children
- 17 Peer on Peer Abuse
- 18 Mental health and well being
- 19 Domestic Abuse
- 20 Support from the Multi Academy Trust
- 21 Monitoring arrangements
- 22 Links with other policies

1. Context

From 20th 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.

Ravensdale Junior School acknowledges the importance of remaining a safe place for children however the fewer children making the journey to school, and the fewer children in educational settings, will protect the NHS and save lives by reducing the risks of spreading the virus.

This addendum of the Ravensdale Junior Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Ravensdale Junior has a dedicated monitored email address for safeguarding concerns: safeguarding@ravensdalej.derby.sch.uk

Role	Name	Email
Head Teacher DSL	Zoe Cannon	head@ravensdalej.derby.sch.uk
Deputy DSL	Tracy Morris	t.morris@ravensdalej.derby.sch.uk
Additional DSLs	Gemma Roe	groe@ravensdalej.derby.sch.uk
	Sarah Hayford	s.hayford@ravensdalej.derby.sch.uk
	Andrea Merriman	a.merriman@ravensdalej.derby.sch.uk
	Phil Watts	p.watts@ravensdalej.derby.sch.uk
Child at Risk of Exploitation Champion (CRE)	Tracy Morris	t.morris@ravensdalej.derby.sch.uk
Chair of Governors/ Designated Governor for Safeguarding	Mike Jackson	m.jackson@ravensdalej.derby.sch.uk
Trust Safeguarding Officer	Claire Smith	07929521578

2. Scope and Definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derby 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 schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#).

3. Vulnerable children

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) defines 'vulnerable children' as those who:

- a. Have a social worker, this includes children who
 - Have a child protection plan
 - Are looked after by the local authority.
 - Have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989

- b. Children and young people up to the age of 25 with education, health and care (EHC) plans.

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.

Ravensdale Junior School will continue to work with and support children's social workers to help protect vulnerable children. 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: **Tracy Morris**

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 Ravensdale Junior School will explore the reasons for this directly with the

parent. Where parents are concerned about the risk of the child contracting COVID19, Ravensdale Junior School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Ravensdale Junior School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Support for children who aren't 'vulnerable' but where we have concerns

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They also have the flexibility to offer a place to those who don't meet the Department for Education's definition of 'vulnerable' but where the school has concerns. For example children who are receiving support through early help processes, on the edge of receiving children's social care support or those who have had recent social worker involvement.

If these children will not be attending school, we will put a contact plan in place, as explained below.

4. Attendance monitoring

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

Ravensdale Junior and social workers will agree with parents/carers whether children should be attending school. Ravensdale Junior will then follow up on any pupil that they were expecting to attend, who does not. Ravensdale Junior 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, Ravensdale Junior 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, Ravensdale Junior will notify their social worker.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

5. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#) and relevant government coronavirus guidance such as [Coronavirus: safeguarding in schools, colleges and other providers](#) to ensure we keep children safe.

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must always continue to come first
- If anyone has a safeguarding concern about any child, they should continue to 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 is essential that unsuitable people are not allowed to enter the children's/education workforce and/or gain access to children
- Children should continue to be protected when they are online

Ravensdale Junior School will, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow us to ensure that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining their child protection policy.

6. Designated Safeguarding Lead

Ravensdale Junior has a Designated Safeguarding Lead (DSL) and a Deputy DSL:

The Designated Safeguarding Lead is: Zoe Cannon

The Deputy Designated Safeguarding Lead is: Tracy Morris

Additional DSLs are: Gemma Roe; Sarah Hayford; Andrea Merriman and Phil Watts
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.

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 system, CPOMs and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Ravensdale Junior School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

7. Working with other agencies

We will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our local safeguarding partners
- The local authority 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

The following guidance is currently in place:

Multi-agency safeguarding meetings (updated information published on 25/03/2020)

As from the 23rd of March all meetings (for example Looked After Reviews, Child Protection Conferences, Children in Need Reviews) will take place virtually and no face to face conference / meetings will take place at the Kedleston Road site.

All attendees of meetings will be notified of how they will contribute the meeting and the School/College will take steps to ensure that they are able to comply with these arrangements.

As there will be delays in circulating minutes, the school/college representative will take notes of recommended actions.

For these statutory meetings to go ahead it is equally important that all professionals and especially the allocated social workers provide updated reports- care plans and review of arrangements - to these meetings. The school/college will ensure this is a priority. All reports will be emailed to the Chairs / IRO in the normal way in 'good time' for the meeting to be purposeful.

Early Help

Local Authority Early Help Teams are currently supporting Children's Social Care colleagues in the city to ensure our most vulnerable children and young people are kept safe. In order to do this they have paused the Team around the Family (TAF) process and are managing early help caseloads loads by telephone. Face to Face contact with families will only be to manage a crisis.

All 16 -17 year old Child in Need (CIN) young people in supported accommodation will receive weekly telephone contact as visits as deemed necessary.

Should there be a need our priority is to support new Child in Need cases (section 17) and Integrated Disabled Children's Services (IDCS) short break service.

Please be reassured we are still considering early help assessments at Vulnerable Children Meetings (VCM) which will be virtual. All families will receive some contact.

All Children reported Missing will be managed according to the Missing Protocol (see document library, protocols section), in most cases via telephone return interviews, those missing over 72 hours will be subject to a Virtual Strategy Discussion following current processes

8. Reporting a concern

All staff and volunteers must continue to act on any concerns they have about a child or the behaviour of a member of staff or volunteer immediately.

It is still vitally important to do this.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMs, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMs from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. 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 with children in the school, they should use a yellow form to 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 – Mr Mike Jackson (m.jackson@ravensdalej.derby.sch.uk)

Transform Trust will continue to offer support in the process of managing allegations.

9. Safeguarding Training and induction

The school acknowledges that opportunities for DSL training is very unlikely to take place during this period; the DDSCP safeguarding face to face training events have been cancelled up until the end of May (this will be subject of review). However the option of online training will be explored, there are some e-learning opportunities and podcasts on the DDSCP website [training pages](#).

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

As outlined in the DFE guidance Coronavirus (COVID-19): safeguarding in schools, colleges and other providers 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.

Our school like others nationwide faces unique challenges at this time. Where reasonably possible, the DSL (or deputy) will consider these in a child protection context and reflect them in the child protection policy and practice as appropriate.

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 enter Ravensdale Junior School, 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.

10. 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, Ravensdale Junior 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 (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 Ravensdale Junior School 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.

Ravensdale Junior School 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.

Ravensdale Junior 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

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, Ravensdale Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Staff absence

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 executive Headteacher/ MAT/ SSIO.

11. Online safety in schools and colleges

Ravensdale Junior 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.

12. Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to be alert for signs 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 code of conduct. Ravensdale Junior will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will make sure children know how to report any concerns they have back to our school/ college, and signpost them to other sources of support too.

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

- No 1:1s, 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 provided by Ravensdale Junior to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

If our IT staff are unavailable our contingency plan would be to seek support from the Multi Academy Trust.

Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online.
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides.
- Know where else they can go for support to keep their children safe online.

13. Supporting children not in school

Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them every two weeks.

If we can't make contact, we will contact the relevant social worker or the police if we feel that is necessary.

Ravensdale Junior School 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 on CPOMs and a record of contact will be made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Ravensdale Junior and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The school will share safeguarding messages on its website and social media pages.

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

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head
- Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in Key contacts will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterward.

15. Supporting children in school

Ravensdale Junior is committed to ensuring the safety and wellbeing of all its students. We 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. Ravensdale Junior 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.

Ravensdale Junior 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 CPOMs.

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

16. Safeguarding 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 learners' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online

17. Peer on Peer Abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education, [Sexual violence and sexual harassment between children in schools and colleges guidance](#) and local [multi-agency safeguarding children procedures](#), in particular [Children who Present a Risk of Harm to Others](#) as well as those outlined within of our school/college Child Protection/Safeguarding Policy when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

The school/college recognises that during the partial closure/closure a revised process may be required for managing any report of such abuse and supporting victims.

The school will listen and work with the young person, the alleged perpetrator, parents/carers and any multi-agency partner required to ensure the safety and security of the young person and that of the alleged perpetrator.

Concerns and actions must be recorded on MyConcern/ CPOMS/ etc and appropriate referrals made.

18. Mental health and well-being

Where possible, we will continue to offer our current support for learner mental health and wellbeing for all of our learners. Details of the mental health lead and additional support is available on the school website.

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

When setting expectations for pupils/students 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 and well-being.

19. Domestic Abuse

The current Covid 19 measures being taken are likely to increase the stress on family life and it is expected that domestic abuse incidents are likely to rise.

The school/college will continue to receive domestic abuse notifications via the Stopping Domestic Abuse Together (SDAT) initiative as will children's social care. Notifications will continue to be recorded in the children's safeguarding file.

As with any concern about a child the school will take steps to ensure the child is safe. In all cases the school will review what we know about the child and their family.

If the child is expected to attend school the usual checks should be made on their welfare.

- What is known about the child when they arrived (or not) at school today?
- Who in the school needs to be informed?
- What 'checks' need to be carried out and how best can these be achieved?
- Are they in school today? How are they presenting physically and emotionally? Are there any changes in their behaviour?

When a child is not at expected to be at school there should be consideration about how best the school can seek assurance on their welfare and what checks can be made.

In all cases the school will make general enquires with the child about how they are. The domestic abuse notification should not be referred to unless it is directly mentioned by the child or where the parent/carer raises the issue.

If the DSL/deputy DSL identifies any child protection concerns they will refer to children's social care.

Children's Social Care will also review the incident and will liaise with the school where there are child protection concerns about the safety of the child.

20. Support from the Multi-Academy Trust

The Transform Trust Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

Transform Trust will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

21. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, other relevant agencies or DfE is updated, and as a minimum every four weeks by Tracy Morris. At every review, it will be approved by the full governing board.

22. Links with other policies

This policy links to the following policies and procedures:

- Child protection/safeguarding
- Staff behaviour policy/code of conduct]
- Health and safety
- Behaviour management, including mental health and behaviour, bullying/online bullying and prejudice-based bullying as well as the use of reasonable force/physical intervention, including the increased vulnerability of children with special education needs (SEN) or disabilities and equality duties
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Online safety and other associated issues, including sexting/'youth produced sexual imagery', use of pupil mobile phones in school and appropriate filtering and monitoring, including how children can be kept safe from terrorist and extremist material
- Safer recruitment and selection, including single central record
- Managing allegations against staff, including volunteers and incorporating 'duty to refer'
- School attendance and children who runaway or go missing from education, home or care
- Complaints procedure
- Information sharing
- Whistle blowing