



# Safeguarding Policy

## Annex A

### Additional Addendum Template - The safeguarding arrangements for the wider opening of education settings to children from 1<sup>st</sup> June 2020

Name of school: West Park School

Author of policy: Deborah Sheffield (DSL)

Addendum approved by:

Name	Role	Date
Dave Sanderson	Deputy Head	22.6.20
Scott McGregor	Head	22.6.20

Date addendum published by the setting and made available on the website	22.6.20
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Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
22.06.20	Deborah Sheffield	Amendments to safeguarding due to year 10 being back in school after lockdown.	22.06.20

Controlled upon completion

Schools 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>

**These guidance documents are frequently updated and so schools need to be alert to any significant changes in later versions.**

This additional Addendum 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)	DEBORAH SHEFFIELD	01332 662337 <a href="mailto:Deborah.sheffield@westpark.derby.sch.uk">Deborah.sheffield@westpark.derby.sch.uk</a>
Deputy DSL(s)	AMANDA GREENWOOD	01332 662337 <a href="mailto:Amanda.greenwood@westpark.derby.sch.uk">Amanda.greenwood@westpark.derby.sch.uk</a>
Other contactable DSL(s)	DAVE SANDERSON SCOTT MCGREGOR	01332 662337 <a href="mailto:Dave.sanderson@westpark.derby.sch.uk">Dave.sanderson@westpark.derby.sch.uk</a> <a href="mailto:Scott.mcgregor@westpark.derby.sch.uk">Scott.mcgregor@westpark.derby.sch.uk</a>
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	LEADERSHIP TEAM ROTA AS APPROPRIATE	01332 662337

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Role	Name	Contact details
Designated Teacher for Looked After Children	BEN PARADISE	01332 662337 <a href="mailto:Ben.paradise@westpark.derby.sch.uk">Ben.paradise@westpark.derby.sch.uk</a>
Headteacher	SCOTT MCGREGOR	01332 662337 <a href="mailto:Scott.mcgregor@westpark.derby.sch.uk">Scott.mcgregor@westpark.derby.sch.uk</a>
Chair of Governors	SHEENA RATCLIFFE	01332 662337 <a href="mailto:Sheena.ratcliffe@westpark.derby.sch.uk">Sheena.ratcliffe@westpark.derby.sch.uk</a>
Designated Governor	SHEENA RATCLIFFE	01332 662337 <a href="mailto:Sheena.ratcliffe@westpark.derby.sch.uk">Sheena.ratcliffe@westpark.derby.sch.uk</a>
Other key safeguarding agencies as noted in the school safeguarding policy 2019/20, Addendum April 2020	DERBY AND DERBYSHIRE CHILDRENS SAFEGUARDING BOARD  LADO  SOCIAL CARE-FIRST CONTACT  STARTING POINT	<a href="https://www.ddscp.org.uk/">https://www.ddscp.org.uk/</a>  <a href="https://www.ddscp.org.uk/">https://www.ddscp.org.uk/</a>  01332 662337 (Derby City)  01629 533190 or via an online referral. (Derbyshire)

## 1. Scope and Definitions

This additional Addendum 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 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](#) (updated May 2020).

This does not replace the school's Safeguarding policy 2019/20, and safeguarding policy addendum, Summary of any key COVID-19 related safeguarding and child protection changes, April 2020.

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## 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 has concerns. This 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 school's and local authority's discretion.

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

## 3. Maintaining contact with Vulnerable Children.

Vulnerable children are those with CP or CIN plan, FIN or have an EHCP. Vulnerable children, as identified by West Park School safeguarding team and social care, are contacted regularly and the DSL and Deputy work closely with any outside agencies and partners who are working with the child/ children in question. Any child not accessing the provision provided by the school during Covid 19, are contacted and encouraged to attend.

## 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 DDSCP has issued updated guidance about managing risk to vulnerable children during lockdown, assessing and supporting their needs. The local authority early help service /multi-agency teams (MATS) have a dedicated link member of staff for every Derby school to share relevant information, offer support and signpost to services to ensure children and families have the right support at the right time. In addition the Children's Services Professional Consultation Line telephone 07812 300 329 have extended their hours to 9am to 4pm.

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

As more children return, the school 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.

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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 can be available to be contacted via phone or online video - for example, working from home.

The school will ensure there are sufficient staff members who 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 to speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school site via school 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 and the school will update parents/carers and make the relevant guidance available on the website.

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

The existing school workforce may continue to move between schools 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 will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

The school will be clear in how they will access information, both hard copy and electronic especially with regards to temporary log in and administration privileges. The school will revisit processes for data sharing and storage, particularly if key staff members are not on site.

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External visitors should be kept to a minimum, but the school will make themselves available for Children's Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

## 7. Risk Assessments

The school will work with the latest guidance provided by the government on:

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

The local authority Quality, Standards and Performance Team has supported discussions and development across the city about the return to school and the required risk assessment processes, providing sample templates, tools and resources:

<https://schoolportal.derby.gov.uk/professionaladvocacyforchildrenineducationpace/dailybulletins/>

Children and young people with EHC (education and health care) plans in Derby have been allocated a key worker. Work will continue in partnership with the key worker, other key health and social care professionals, and the family to review individual EHCP 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>

For 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 or local authority can now exercise its discretion to do a risk assessment and offer a place.

The school 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:

- they assist 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;

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- they provide 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.

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

Schools 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 in Derby will be completing a weekly 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. This will be enhanced by input and support from the local authority Quality, Standards and Performance Team.

## **9. Transport and safeguarding**

Schools 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 will work with their transport providers to ensure this and that there are appropriate safeguarding arrangements under the current restrictions and social distancing.

All pupils using public transport to attend school should wear a face mask and adhere to the latest social distancing etiquette as stated by the government. Face masks worn on public transport should be removed before entry to the school.

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

Schools 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 should consider greater communication with parents around working online, 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>

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When video conferencing, schools 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 will signpost any queries, and in regard to data protection to their Data Protection service.

### **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 is made aware.

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

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

There is guidance 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 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 monthly, by Deborah Sheffield, DSL.

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



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Standard opening hours:

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

Also see QSP Daily Bulletins

<https://schoolportal.derby.gov.uk/professionaladvocacyforchildrenineducationpace/dailybulletins/>