

ST PETER'S CE PRIMARY SCHOOL, COWFOLD

FULL / PARTIAL SCHOOL CLOSURE - CORONAVIRUS SAFEGUARDING PROTOCOLS

In the event of a pandemic and the school having to close St Peter's CE Primary School, Cowfold will continue to offer educational provision/childcare for vulnerable children and the children of key workers. For the list of critical key workers please click the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

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 should be risk-assessed by their school or college in consultation with the local authority (LA) 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." DfE guidance.

St.Peter's Cowfold will also look to provide provision for other children that we feel would benefit from support within school - eligibility for free school meals in and of itself will not be a determining factor in assessing vulnerability. ***"Leaders of educational settings and designated safeguarding leads know who their most vulnerable children are and will have the flexibility to offer a place to those on the edges of receiving children's social care support."*** DfE guidance.

Attendance

Daily attendance figures will be submitted to West Sussex using the following link:

Covid19attend@westsussex.gov.uk

The school will not need to complete the usual day-to-day attendance processes to follow up on non-attendance. **The school and any linked social worker will agree with families whether children in need should be attending education provision – and the school will follow up on any child we are expecting to attend, who does not. The school will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.**

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

EHCP's

Guidance from the DfE will be followed using the following protocols:

- Many children and young people with EHC plans can safely remain at home
- The school and LA will need to consider the needs of all children and young people with an EHC plan, alongside the views of their parents, and make a risk assessment for each child or young person.

The school will contact the parents/carers of children with an EHCP and agree the best way forward for the child to continue to receive educational provision. The safety, mental health and wellbeing of the child will be major contributory factors in determining the most suitable environment for the child. The following list of assessments will be considered:

- The potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required
- The risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- The ability of the individual's parents or home to ensure their health and care needs can be met safely
- The potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

If, however, there are challenges associated with this process or we require additional support to consider the risks and /or make decisions, the following key contacts within the Local Authority are available:

The Special Needs Officer

In the absence of our Special Needs Officer or if we do not know who this is, we will contact either of the following shared email addresses and SENAT will arrange for a suitable member of the team to contact us:

SENATNorth@westsussex.gov.uk or SENATSouth@westsussex.gov.uk

The Assistant Director for Inclusion and SEND (helen.johns@westsussex.gov.uk).

The Coronavirus Act 2020 allows the Secretary of State, where appropriate, to temporarily lift the statutory duty on local authorities to maintain the precise provision in EHC plans; with local authorities needing instead to apply 'reasonable endeavours' to support these children and their families. As such, where the Secretary of State has issued a temporary notice and a local authority is unable to secure the full range of provision stated in a plan, as long as they use their 'reasonable endeavours' to do this, they won't be penalised for failing to meet the existing duty in section 42 of the Children and Families Act 2014.

If the local authority has not yet issued an EHC plan for a child, then they will not automatically fall within the definition of 'vulnerable children' for the purposes of attendance at an education setting during the COVID-19 outbreak. However, the school and local authority have discretion to undertake a risk assessment and offer support if that is needed.

Children looked after (For Designated Teachers)

Children looked after by the local authority are a vulnerable group and will be considered for educational provision within the school. The school will ensure regular monitoring of attendance, contact with foster carers and the completion of statutory tasks such as PEPs. To support the monitoring of attendance and to further safeguard our children, we will update the local authority regarding the whereabouts of the children. To support with this we will use a dedicated email CLAAttendance@westsussex.gov.uk and email weekly attendance of any CLA at the school by Friday lunchtimes.

School Closure in the Event of Staff Illness

West Sussex will work closely with our school– ensuring sufficient provision is available across the local area. The school may need to redeploy staff (whether teachers, support staff or other critical workers) to ensure our school or schools in the locality have sufficient workforce to operate safely.

The larger schools within our locality may need to support the smaller schools should staff shortages mean the educational setting has to close. The larger schools within the HSP network are:

The Forest School

Millais

Heron Way

Kingslea

North Heath

Holbrook

After consideration with the Chair of Governors it may be possible for the schools mentioned above to assist in locality provision for our most vulnerable children across the network.

Safeguarding Principles

Where schools across the locality collaborate and children and/or staff from multiple settings are clustered in one place, the principles in Keeping Children Safe in Education (KCSIE) continue to apply. In particular, the school or college that is acting as the hub in the cluster should continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required.

St Peter's CE Primary, Cowfold – Partial Opening

Due to our geographical location, availability of staff and the needs of our children / parents St.Peter's Cowfold will be operating a partial opening on our own site and has no plans to partake in shared hub provision for vulnerable / key worker children.

Although we are operating in a different way to normal, a number of important safeguarding principles will remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone in the school has a safeguarding concern about any child they should continue to act and act immediately - a DSL or deputy should be available
- It is essential that non-DBS checked/school vetted people are not allowed to enter the children's workforce and/or gain access to children
- Children should continue to be protected when they are online

St.Peter's Cowfold will, as far as is reasonably possible, take a whole institution approach to safeguarding. Any new policies and processes in response to COVID-19 will not weaken our approach to safeguarding or undermine our child protection policy.

The school has three Designated Safeguarding Officers:

Giles Kolter DSL

Jo Herbert

Stuart Ritchie

There will not always be a DSL onsite however a senior member of staff will always be designated to deal with safeguarding concerns. All staff will act immediately on any safeguarding concerns and follow the normal safeguarding procedure as outlined within the MAIN SAFEGUARDING policy. One of the above DSL's will be contactable. All relevant information will be recorded in the usual way as per the MAIN SAFEGUARDING policy.

A trained DSO will always be contactable by phone.

It is acknowledged that DSL training is very unlikely to take place during this period. 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.

Online Safety Protocols

Within school our acceptable use policy and monitoring systems will continue to apply.

The school is awaiting further DfE guidance on children working remotely away from the setting - however, in the meantime the following principles and considerations have been applied:

- There are a wealth of online services and systems that enable online video and audio communication that the school will use.
- It's important to consider the features we need based on the group/age of the children and objectives that staff set.

The school will use SEESAW as its main platform for the setting remote work.

- Teachers post activities and children post responses.
- We will consider the age of our children, both in terms of the age requirements of the service we are using, together with their ability to participate.

- If no-response / posts on to SEESAW are received over a period of 2 days, during term time, then on the 3rd day the parents/carers are contacted by the class teacher via email.
- Work based email addresses will be used by staff so that no personal email addresses are to be used for communication between home and the class teacher.
- Or the School Parent COMMS system can be used by The Headteacher remotely, if staff prefer.

SEESAW – GDPR – Online Safety / Privacy

For details on SEESAWs GDPR Compliancy see - <https://web.seesaw.me/gdpr>

Under GDPR we get parental consent to process personal data for children under the age of 16 as part of a school wide consent through this [consent form](#).

As we are using Seesaw school-wide, we have signed our [Data Processing Agreement](#) for schools.

For details on SEESAWs Online Safety / Privacy Policy see - <https://web.seesaw.me/privacy-policy> & <https://web.seesaw.me/privacy>

Phoning vulnerable children / children not engaging in learning

- Phoning parents of the above children is permitted to check on the children's well-being as long as staff HIDE their personal number.
- If the parent gives the teacher permission to speak to their child, then this is not viewed as a safeguarding risk and the parent should be requested to be in attendance in the background for any such conversation with a child.
- However, contacting families by the school / work email address should be the first option and phoning should be used where necessary only.
- Before a teacher rings a family they should inform their line manager – Jo H for KS1 & R; Stuart R for KS2 and Jo & Stuart should inform Giles.

Online Resources

We will:

- Consider the terms of service together with privacy policies and in particular if there are any minimum age requirements of the chosen service.
- Consider if the system includes online chat feature, and if this can be moderated
- Consider Privacy settings before posting – (e.g. YouTube has a variety of settings (Public, Unlisted, Private, Comments Allowed/Not Allowed) that will determine who can see and comment on the video).

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 should record, the length, time, date and attendance of any sessions

The school will continue to be in regular contact with parents and carers. These communications will be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

This information is sent out to parents prior to school closure (where possible)
Parents will be signposted to the following sites to ensure best practice in online-safety through remote learning:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Amended in response to COVID-19 Guidance from WSCC & DfE on 31st March 2020