



# St Mary's School Clymping

**COVID-19 school closure arrangements for Safeguarding and Child Protection  
Policy annex**

**School Name: Policy owner:**

**Date adopted:**

**Date shared with staff:**

**This policy is for use during the COVID-19 school closure only**

## 1. Context

From 20<sup>th</sup> March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home.**

This annex of the **St Mary's School** Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes. This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

### Contents

1. Context.....	2
2. Key contacts.....	3
3. Staff Resilience – School Safeguarding Team.....	3
5. Safeguarding Training and Induction.....	5
6. Safer recruitment/volunteers and movement of staff.....	5
7. Disclosure and Barring.....	5
8. Vulnerable children.....	5
9. Children’s Social Care – RAG Assessment of Open Cases.....	6
10. Continued Safeguarding Planning –.....	6
11. Supporting children in school.....	7
12. Supporting children not in school.....	7
13. Attendance monitoring.....	7
14. Reporting a concern.....	7
15. Online safety in schools and colleges.....	8
16. Children and online safety away from school and college.....	8
17. Support from the Local Authority.....	8

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Janet Llewelyn	01903 714325	head@st-marysclyping.w-sussex.sch.uk
Deputy Designated Safeguarding Lead	Joy Mott	01903 714325	office@st-marysclyping.w-sussex.sch.uk
Headteacher	Janet Llewelyn		
Chair of Governors	Julie Burnett Kirk		
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	<a href="mailto:MASH@westsussex.gov.uk">MASH@westsussex.gov.uk</a> Referral forms via Adults <a href="https://www.westsussex.gov.uk/raiseaconcernaboutanadult">https://www.westsussex.gov.uk/raiseaconcernaboutanadult</a> Children’s <a href="http://www.westsussex.gov.uk/Raiseaconcernaboutachild">www.westsussex.gov.uk/Raiseaconcernaboutachild</a>
LADO		0330 222 6450 (9am -5pm)	<a href="mailto:LADO@westsussex.gov.uk">LADO@westsussex.gov.uk</a>
Safeguarding in education		0330 222 4030	<a href="mailto:safeguarding.education@westsussex.gov.uk">safeguarding.education@westsussex.gov.uk</a>

## 3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *‘During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.’*

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

**DfE**

All DfE COVID-19 guidance is found here;

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Covid-19 safeguarding update here;

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

**Local Authority**

All updates to schools are sent via the Director of Education.

<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

**4. Capacity of DSL in our school;**

Our DSL aims to be on site when the school is open. Otherwise, she will be contactable by phone or will make an arrangement with a colleague head to act as DSL on a temporary basis.

St Mary's school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Janet Llewelyn

The Deputy Designated Safeguarding Lead is: Joy Mott

Contact details for these are;

<b>Role</b>	<b>Name</b>	<b>Contact</b>	<b>Email</b>
<b>Headteacher</b>	<b>Janet Llewelyn</b>	<b>01903 714325</b>	<b>head@st-marysclymping.w-sussex.sch.uk</b>
<b>Bursar</b>	<b>Joy Mott</b>	<b>01903 714325</b>	<b>office@st-marysclymping.w-sussex.sch.uk</b>

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records

Liaising with the offsite DSL (or deputy)

- Undertaking risk assessments for all pupils as necessary  
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children in need carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

## **5. Safeguarding Training and Induction**

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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

All new staff and volunteers will be required to read these documents and have access to them.

## **6. Safer recruitment/volunteers and movement of staff**

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

St Mary's 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).

## **7. Disclosure and Barring**

St Mary's School fully adheres to LA Model Safer Recruitment Policy as outlined here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

in line with West Sussex policy.

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

<https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs-who>

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. ( as distributed via HR)

## **8. Vulnerable children**

During this period school will refer to the Government and Local Authority guidance to define

vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with an 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.

**Recent Government guidance** is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

**St Mary's School** will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

### **Children Looked After**

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.

The lead person in our school for this is:

**Name Janet Llewelyn**

**St Mary's School** will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **9. Children's Social Care – RAG Assessment of Open Cases**

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases. During this period St Mary's School will fully adhere to these practices.

## **10. Continued Safeguarding Planning –**

Schools RAG Assessment for children with safeguarding concerns.

St Mary's School will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

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.

Our school will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

## **11. Supporting children in school**

**St Mary's School** is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

**St Mary's School** will refer to all Government guidance and local 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 COVID-19.

If the school cannot remain safely open because of staff absence, parents who are expecting their children to attend will be informed and local arrangements will be made in discussion with the Local Authority.

## **12. Supporting children not in school**

**St Mary's School** is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

## **13. 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 monitor the attendance of pupils who are expected in school and do not attend. These absences will be reported to relevant support agencies – VS, Social Worker, MASH

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and St Mary's School will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - [PEI@westsussex.gov.uk](mailto:PEI@westsussex.gov.uk) Tel - 0330 222 8200.

## **14. Reporting a concern**

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

## **15. Online safety in schools and colleges**

All use of online systems and work in school will adhere to all substantive policies. These will be shared with all staff working onsite.

## **16. Children and online safety away from school and college**

St Mary's School will adhere to our usual substantive policies;

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

## **17. Support from the Local Authority**

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - [safeguarding.education@westsussex.gov.uk](mailto:safeguarding.education@westsussex.gov.uk)

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>