



*We are all part of God's vine and are rooted in His rich soil. We are nurtured and supported so that we may grow and spread out into the world to love and to serve.*

*I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. John 15:5*

## Goring Church of England Primary School Safeguarding - COVID-19 Addendum

Policy Approved by Safeguarding Governor on ...29 September 2021

Signed ..... Chair of Governing Body

Review Date ...September 2022

To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on the noticeboard in the staffroom and in the school office.

**Policy owner: Goring Church of England Primary School**

**Date: September 2021**

**Date shared with governors and trustees: 29 September 2021**

**Date shared with staff:**

Adapted by Alison Beasley, Designated Officer and Manager of the Education Safeguarding Advisory Team

This is also in line with DFE guidance Schools COVID-19 operational Guidance Updated 27 August 2021

## 1. Context

The operational running of the school in response to the COVID-19 pandemic follows Government guidelines as published by GOV.UK and those produced by Oxfordshire County Council. Regular Risk Assessments are carried out by the headteacher to communicate all operational and safety issues related to staff, pupils, parents, governors and other visitors to the school premises.

Goring Church of England primary School will:

- 1 Ensure good hygiene for everyone
- 2 Maintain appropriate cleaning regimes
- 3 Keep occupied spaces well ventilated
- 4 Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
- 5 It is no longer necessary for children to remain in bubbles (but temporary bubbles may need to be reintroduced for a temporary period, to reduce mixing between groups

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## 2. Key contacts

<b>Role</b>	<b>Name</b>	<b>Phone</b>	<b>email</b>
<b>Designated Safeguarding Lead (DSL)</b>	Angela Wheatcroft	01491 872289	head.3803@goring.oxon.sch.uk
<b>Headteacher if not DSL or DDSL</b>	Angela Wheatcroft	01491 872289	head.3803@goring.oxon.sch.uk
<b>Deputy Designated safeguarding lead (DDSL)</b>	Hannah Grey	01491 872289	hannah.grey@goring.oxon.sch.uk
<b>Deputy Designated safeguarding lead (DDSL)</b>	Kelly Mitchell	01491 872289	kelly.mitchell@goring.oxon.sch.uk
<b>Deputy Designated safeguarding lead (DDSL)</b>	Tim Monk	01491 872289	timm@goring.oxon.sch.uk
<b>Chair of governors</b>	Kerry Hughes	01491 872289	chairofgovernors@goring.oxon.sch.uk
<b>Safeguarding governor</b>	Amanda Clegg	01491 872289	governor.amandaclegg@goring.oxon.sch.uk

## 3. 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 will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school 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.

The Headteacher and Designated Safeguarding Leads 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.

Goring Church of England Primary 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: Angela Wheatcroft.

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 Goring Church of England Primary School will explore the reasons for this directly with the parent. We as a school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker, etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents are concerned about the risk of the child contracting COVID-19, Goring Church of England Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Goring Church of England Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

#### **4. Attendance monitoring**

From 1 September 2021 school attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Goring Church of England Primary School and social workers will agree with parents/carers whether children in need should be attending school – Angela Wheatcroft or Hannah Grey will then follow up on any pupil that they were expecting to attend, who does not. Angela Wheatcroft or Hannah Grey 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.

This will be via a telephone conversation.

To support the above, Goring Church of England Primary School 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, Goring Church of England Primary School will notify their social worker.

Where a child is required to self-isolate or quarantine because of COVID-19 they should be recorded as code X in accordance with guidelines. Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I illness.

The attendance data will also be shared with the Local Authority attendance team [Attendance@oxfordshire.gov.uk](mailto:Attendance@oxfordshire.gov.uk).

#### **5. Designated Safeguarding Lead**

Goring Church of England Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Angela Wheatcroft.

The Deputy Designated Safeguarding Leads are: Hannah Grey, Kelly Mitchell and Tim Monk.

A member of the DSL team will always be available during school hours. 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 if working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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.

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

The DSL will continue to engage with social workers, and attend all multi-agency meetings - remotely, if necessary.

## **6. Reporting a concern**

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

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead and the Headteacher. 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 continue to follow our normal procedures and alert the headteacher immediately. The headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as detailed in our main policy. 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:  
[chairofgovernors@goring.oxon.sch.uk](mailto:chairofgovernors@goring.oxon.sch.uk)

## **7. Safeguarding training and induction**

All DSL face to face training was suspended by the Oxfordshire Safeguarding Children's Board (OSCB) but is now available on-line due to the COVID-19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>  
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 (Amended 2021). 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 our 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy (which will be similar to their current setting if an Oxfordshire school), confirmation of local processes and confirmation of DSL arrangements.

## **8. 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, Goring Church of England Primary 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 (including amendments in 2021) (KCSIE). There is clarification on the use of birth certificates, if available.

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 our School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 212 to 262 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Goring Church of England Primary 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 in part 4 of KCSIE, in line with advice from the LADO where appropriate.

Goring Church of England Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per part 4 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](mailto: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, and that appropriate checks have been carried out, especially for anyone

engaging in regulated activity. As such, Goring Church of England Primary School will continue to keep the single central record (SCR) up to date as outlined in part 4 in KCSIE.

### **9. Online safety in schools**

Goring Church of England Primary School 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.

### **10. 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 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.

Goring Church of England Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

- 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 Goring Church of England Primary School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

All staff at Goring Church of England Primary School will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

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

Goring Church of England Primary 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.

The communication plans can include; remote contact, phone contact, and door-step visits. Other individualised contact methods should be considered and recorded.

Goring Church of England Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

Goring Church of England Primary School 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 our school need to be aware of this in setting expectations of pupils' work where they are at home.

Goring Church of England Primary 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.

## **12. Supporting children in school**

Goring Church of England Primary School is committed to ensuring the safety and wellbeing of all its students.

Goring Church of England Primary School 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.

Goring Church of England Primary 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 COVID-19.

Goring Church of England Primary School will ensure that where we care for all children on site, we ensure appropriate support is in place for them.

## **13. Peer on Peer Abuse**

Goring Church of England Primary School recognises that during any closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and those outlined in the Child Protection Policy.

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



Concerns and actions must be recorded, and appropriate referrals made.

**All staff will be sent this additional policy to read and should sign to say they have read and understood the content.**