



COVID 19 School Closure Arrangements for Safeguarding and Child Protection at The Parkside School

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open to provide care for a limited number of children; children who are vulnerable, and children whose parents are critical to the COVID-19 response who absolutely need to attend.

At Parkside staff understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people at our school remain the same. This guidance has been developed to give clear direction to staff, volunteers, visitors and parents about our safeguarding procedures in light of the current national and local situation. This guidance should be read in conjunction with the whole school safeguarding policy and not as a standalone document. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to.

Key Contacts

Role	Name	Contact details incl. those when working remotely:
Designated Safeguarding Lead (DSL)	Kathy Chappell	kathleen.chappell@parksidemail.co.uk
Deputy DSL	Carolyn Ellis-Gage John Habershon Fiona Webster-Lee Tracey Daniels	carolyn.ellis-gage@parksidemail.co.uk john.habershon@parksidemail.co.uk fiona.webster-lee@parksidemail.co.uk tracey.daniels@parksidemail.co.uk
Headteacher/Principal	Robert Holderness	head@parksidemail.co.uk
Named Safeguarding Governor	Catherine Waddams	Via office@parksidemail.co.uk
Chair of Governors	Steve Hobbs	Via office@parksidemail.co.uk

Vulnerable Children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Parkside SLT will risk assess the needs of all pupils with an EHC plan 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. In line with Government guidance, we appreciate that many children and young people with EHC plans can safely remain at home.

The headteacher and 5 other Designated Safeguarding Leads know who our most vulnerable children are. We have the flexibility to offer a place to those on the edge of receiving children's social care support. The 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.

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 increased 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 school staff will explore the reasons for this. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Attendance monitoring

In line with the DfE guidance, we will not be following our usual day to day attendance procedures at this time. We will however be submitting daily attendance data to the DfE and Local Authority as requested.

Parkside School DSLs will liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. School staff will then follow up on any pupil that we were expecting to

attend, who does not. We 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, Parkside staff 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 fails to attend as expected, school staff will notify the child's allocated social worker and agree a plan to contact the family.

The Designated Safeguarding Lead

At Parkside we aim to have a trained DSL available on site whenever possible. In the rare circumstance where this may not be possible, a DSL from the school or college will be available to be contacted via phone or online when they are working remotely from home.

Where a trained DSL is not on site, a senior leader will take responsibility for co-ordinating safeguarding arrangements in place on-site. This might include updating and managing access to child protection/ our online safeguarding management information system, liaising with the off-site DSLs and, as necessary, 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.

We will ensure that all staff and volunteers know how to contact and have access to advice from our trained DSLs. Staff working at Parkside are made aware of which DSLs are on site and know how to contact them.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. Our DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) and guidance from the LA. Our DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

In line with the Department for Education guidance, for the period COVID-19 measures are in place, a DSL who has been trained will continue to be classed as a trained DSL even if they miss their refresher training.

Reporting Concerns

Where staff have a concern about a pupil, whether on site or from an email or telephone contact, they should continue to use the procedures outlined in Parkside's safeguarding policy. This includes reporting a concern immediately via the Edukey referral system. These will be automatically forwarded to the school DSLs, who will then respond to the concern. Staff have the work mobile numbers of DSLs to utilise in the event that they are unable to access the online system. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

During this unprecedented time, when the majority of children will not be physically attending school, staff are reminded of the need to report any concern immediately and without delay in line with our usual procedures. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. 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.

Staff are also reminded of the need to adhere to our Staff Code of Conduct and safer working practices guidance. Staff should continue to report any concerns they have about adults who are working with children in line with the safeguarding policy.

Staff Training and induction

All existing staff have received a safeguarding induction and training. They have read part 1 of Keeping Children Safe in Education (2019) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the safeguarding policy and will communicate 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 join The Parkside School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This means that on arrival to our school, we will verify that they have received safeguarding training and they will be given a copy of our safeguarding policy and information about our procedures including information about our DSL arrangements.

Safer recruitment of staff & 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, we will continue to follow our safer recruitment and selection policy, the procedures outlined in the safeguarding policy and Part 3 of Keeping Children Safe in Education (2019).

In those circumstances where we continue to use volunteers in our school, we will continue to follow the checking and risk assessment processes as set out in KCSIE and our own safer recruitment and selection policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This means that we will risk assess the movement of staff and seek written assurances from the current employer that the individual has undergone all the safer recruitment required checks as set out in Part 3 of KCSIE and there are no concerns about their suitability to work with children.

At Parkside we 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 in accordance with 'Keeping Children Safe in Education' (2019). We will also continue to make referrals to the Teaching Regulation Agency (TRA) in line with statutory guidance and understand that during the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk.

Whilst acknowledging the challenge of the current environment, we understand that it is essential from a safeguarding perspective that, on any

given day, we are aware of which staff/volunteers will be in the school, and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date and use this as a means to log everyone that will be working or volunteering in our school or college on any given day, including any staff who may be on loan from other institutions. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Children moving schools and colleges

Whilst we will endeavour to keep our school open, in some circumstances our pupils may need to attend another setting. In order to support children attending another setting during this time, the DSL will endeavour to contact the DSL at the receiving school to provide any relevant welfare and child protection information including any arrangements in place to support them. We will continue to pay regard to data protection and GDPR but these do not prevent the sharing of information for the purposes of keeping children safe.

As a minimum, we will ensure that the receiving setting has access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This will ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Where it is not possible for this exchange of information to occur between DSLs the identified senior leaders will take responsibility for this.

Online Safety

At Parkside we recognise that it is more important than ever that we provide a safe environment for pupils including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online via our IT systems and/or recommended resources.

The safety of pupils when they are asked to work online is of paramount importance. The same principles as set out in our staff code of conduct must be applied to all online teaching. All staff should ensure that they have read the staff code of conduct and associated [safer working practice guidance](#) and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Parents, Carers and Pupils can access online safety support from the following websites:

- [Childline](#) - for pupil support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Parkside will share safeguarding information and updates on our website

Supporting pupils in school

Parkside continues to ensure the school provides a safe and secure setting for all pupils attending during the Covid 19 crisis. The school has created separate zones for 3 groups of pupils, to ensure social distancing and minimise contact. A rota of staff supervise and lead teaching and learning in each zone and along with the site team, ensure classrooms are kept clean and equipment sanitised. Daily contact with families is maintained to allow early identification of and response to any health issues. Senior leaders are on site in rotation, to support and safeguard both pupils and staff. They lead on decisions about pupil and staff attendance and absence issues.

Supporting pupils at home

Parkside SLT and staff have a system in place for maintaining contact with pupils and their families. Each class has an email for sharing information. SLT and class tutors use phone and email contact to support families and identify any safeguarding issues. The school keeps records of contact and SLT will complete follow up calls when there has been little or no engagement from parents.

Weekly safeguarding team meetings are continued, via video conferencing, to respond to the safeguarding concerns of all pupils, whether at school or at home.

Safeguarding staff

The wellbeing of our staff is very important to us at Parkside and we consider their needs with care. SLT review staff health and vulnerability when organising the staffing rotas. An online staff communication group is available for staff to join to help minimise the impact of isolation and working from home. Wellbeing online events are planned in to provide social contact and engagement opportunities. SLT continue to email, text or phone isolated members of staff and those with long term absence.

This addendum will be reviewed and updated as appropriate in the light of updated Government advice, in line with the National Lockdown reviews, during the Covid 19 period.