

St Mary's CofE Primary School: Safeguarding and Child Protection Policy – Appendix (Enforced Closure 2020)

This appendix will be active for the duration of the school's closure due to the COVID-19 virus. It must be read in conjunction with the school's main Safeguarding and Child Protection Policy.

A) Internal School Policy and Procedures

Reporting Procedures

- These remain unchanged from the current procedures. If a member of staff has a concern about a specific child, this should be reported to a DSL immediately and the usual procedures will be followed.
- Throughout the closure, every effort will be made to ensure that a named DSL is on site at all times when children are present.
- In the event of a DSL not being on site, telephone contact must be made with any named DSL and further guidance will be issued at that stage.
- In the case of a Prevent referral, staff are required to contact the SPOC either in person (if on site) or via telephone. Usual procedures will be followed.
- In the case of FGM, the usual procedures for reporting this apply.

Staffing

- Only school-based staff will be on site for the duration of the closure. Ratios will be determined based on the number of pupils expected on site on any particular day.
- A member of the school's Senior Leadership Team will be on site every day (all are trained DSLs).
- The school will not utilise the services of volunteers or third-party providers during the closure.
- If the school is required to accommodate a member of staff from another school (e.g. in the case of collaborative caring arrangements), the Headteacher will seek assurance from the Headteacher of the partner school that the appropriate checks have been made in respect of that adult. Their details will be entered onto the school's Single Central Record for the duration of their time working on site. These will be deleted once the school reopens to all pupils. They will receive a safeguarding induction identical to that provided for new appointments/volunteers.

Safety on site

- The usual entry and exit points from the site will be used by staff who are required to be on the premises.
- Entrances for parents/carers and pupils will be restricted to a single point from Lodge Hill Road. The Frederick Road entrance will not be used. This will help to maintain tight security of the site.
- Children arriving after the scheduled start of the day or those being collected before the scheduled end of the day will enter/exit the building via school reception using the usual signing in/signing out procedures.

Attendance

- The school will keep a daily attendance register in line with DfE requirements and this will be compared with parent booking forms submitted the previous week.
- Where a child is expected on site but is not present, in the absence of notification from a parent/carer, a phone call will be made to the parent/carer to establish the reason for absence.

Recruitment of staff

- This will continue as normal and the school will follow all existing procedures regarding safer recruitment.
- Current advice from the DfE and Public Health England will also be taken into account regarding social distancing and minimising close contact at the different stages of the process.

B) Support for Vulnerable Pupils

Universal support for all pupils

- Schools will share information with parents and carers via email, the school website and by text message.
- Communication will be shared with all parents and carers and will include information about school closure, where to get help and support, links to sources of education and entertainment, who to contact if help is needed and brokerage support for key worker and vulnerable pupil arrangements. This will also include

information about online safety which can be read and implemented by parents/carers within the family home.

- The school will continue to have on-site DSL arrangements in place (see above).

Specific support for vulnerable pupils

- In addition to universal support, the school will support individual families using the communication methods described above to ensure that they are accessing FSM vouchers or to discuss any other issues that may arise.
- Regular phone calls to more vulnerable groups of pupils and families will be made to ensure they are functioning well and whether they are accessing or requiring support.
- The school will maintain records of attendance and contact with vulnerable groups and will share records of CIN/CP/LAC/EHCP pupils with Birmingham Children's Trust, as required.
- Schools should continue to submit their attendance return to BCC for forwarding to the DfE.
- DSLs will continue to risk assess within the vulnerable cohort, who is engaging and who requires a more specialist approach

Specialist for vulnerable pupils who may be at risk

- For children on the edge of a threshold, the school will ensure that universal and targeted support is actioned, then risk assess according to need.
- The school would not carry out home visits routinely. This may be unrealistic due to contexts such as shortage of staff, levels of risk or self-isolation and would be risk assessed with Birmingham Children's Trust who would offer advice and support via CASS.
- In these cases, a phone call should be made and risk assessment based on the outcome of that call in discussion with Birmingham Children's Trust. There may be cases that require more specialist input and this should be discussed with Birmingham Children's Trust according to need and risk on an individual basis.
- School staff who contribute to children's plans will be invited to strategy, child protection case conferences and core groups remotely.
- The school will make reference to the threshold criteria 'Right Help Right Time' and if they are concerned that a child is at risk, or that their needs appear to be significant and complex, then schools should refer children to Birmingham Children's Trust through a written referral.
- In these cases, the school will tell parents that they are making the referral for support and seek consent to share information. If a school is concerned that there are child protection concerns, consent is overridden and the school will not delay in contacting the Trust through CASS.