



Garfield Primary
Today's children, tomorrow's future.

COVID-19 school closure arrangements for Safeguarding and Child Protection at Garfield Primary

School Name: Garfield Primary
Agreed by: Keith Carrano – Chair of Governors
Date: April 2020

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Garfield Primary Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context	2
3. Vulnerable children	3
4. Attendance monitoring	4
5. Designated Safeguarding Lead	5
6. Reporting a concern	5
7. Safeguarding Training and induction	6
8. Safer recruitment/volunteers and movement of staff	7
9. Online safety in schools and colleges	8
10. Children and online safety away from school and college	8
11. Supporting children not in school	9
12. Supporting children in school	9
13. Peer on Peer Abuse	10
14. Child protection conferences	10

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Marion Samuel	02083684500 07717521569 School mobile	msamuel@garfield.enfield.sch.uk
Deputy Designated Safeguarding Lead	Margaret Walls Megan Blinco David Newson	02083684500	mwalls@garfield.enfield.sch.uk mblinco@garfield.enfield.sch.uk dnewson@garfield.enfield.sch.uk
Headteacher	Karen Khwaja	02083684500	headteacher@garfield.enfield.sch.uk
Chair of Governors	Keith Carrano		kcarrano@garfield.enfield.sch.uk
Safeguarding Governor	Rina Munir		rmunir@garfield.enfield.sch.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 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 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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

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.

Garfield Primary 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: Marion Samuel.

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 Garfield Primary will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Garfield Primary or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Garfield Primary will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

Garfield Primary and social workers will agree with parents/carers whether children in need should be attending school – Garfield Primary will then follow up on any pupil that they were expecting to attend, who does not. Garfield Primary 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 reported to the DSL, Marion Samuel or Deputy by the school office and Marion Samuel or a Deputy will contact the parent and the social worker. The DSL and Deputies will have contact details for parents of all children and their social workers that they can access remotely.

To support the above, Garfield Primary 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, Garfield Primary will notify their social worker.

Designated Safeguarding Lead

Garfield school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Marion Samuel

The Deputy Designated Safeguarding Leads are: Margaret Walls, Megan Blinco, David Newson, Karen Khwaja (Headteacher).

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 for example when working from home.

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

This might include updating and managing Child protection records in filing cabinet in DSL office, liaising with the offsite DSL (or deputy) and as required, referring to MASH in Enfield, Barnet or Haringey or if the child is already under Social Care, liaising with children's social workers where required. (All Senior Team have contact details for children and their social workers and professional networks)

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

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

It is the duty of Garfield staff to report any safeguarding concerns that they may come across when interacting with families during the lockdown period. The guidelines for speaking with children and families remains the same to listen and record what the child or adult says then report to DSL or Deputy who will decide what to do next.

Where staff have a concern about a child when they are on duty in school, they should continue to follow the process outlined in the school Safeguarding Policy. (see Child Protection Policy September 2019)

If staff have a concern about a child or family while they are working from home they should alert the DSL or Deputies immediately by telephone call or text saying they need to speak to DSL urgently. The DSL or Deputy will call back immediately. This should be followed up by an email if instructed with the Headteacher copied in.

If staff do not hear back from anyone within an hour/half hour it is their duty to let another Deputy DSL know.

First contact Marion Samuel - school Mobile 07717-521569

msamuel@garfield.enfield.sch.uk

Second contact Margaret Walls- mwalls@garfield.enfield.sch.uk

Third contact Megan Blinco- mblinco@garfield.enfield.sch.uk

Fourth Contact: David Newson- dnewson@garfield.enfield.sch.uk

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 report the concern to the Headteacher IMMEDIATELY. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally if onsite or (by phone if working remotely) and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Keith Carrano.

The Local Authority Designated Officer (LADO) will continue to offer support in the process of managing allegations. (Details in CP Policy 2019)

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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). 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 Garfield Primary, 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

For movement within the Local Authority, schools should seek assurance from their own school that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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, Garfield Primary 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).

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 Garfield Primary are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Garfield Primary 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 at paragraph 163 of KCSIE.

Garfield Primary will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 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

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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Garfield Primary will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

Garfield Primary 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.

Children and online safety away from school and college

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.

Online teaching should follow the same principles as set out in the Local Authority Code of Conduct.

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

Supporting children not in school

Garfield Primary 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.

Details of this plan must be recorded by DSL or Place 2 Be, as should a record of contact have made. Vulnerable children at Garfield are being contacted by DSL weekly or by the Place to Be Project Manager

The communication plans can include; remote contact by email or phone contact.

Garfield Primary 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.

Garfield Primary 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 Garfield Primary need to be aware of this in setting expectations of pupils' work where they are at home.

Garfield Primary 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. This will be bespoke to each child and recorded centrally.

Supporting children in school

Garfield Primary is committed to ensuring the safety and wellbeing of all its students.

Garfield Primary 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.

Garfield Primary 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 COVID19.

Garfield Primary 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. This will be bespoke to each child and recorded centrally.

Where Garfield Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Chair of Governors.

Peer on Peer Abuse

Garfield Primary recognises that during the 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 of those outlined within of the Child Protection Policy.

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

Concerns and actions must be recorded by DSL or Deputies and appropriate referrals made.

Appendix – Information from Enfield Safeguarding

ENFIELD CHILD PROTECTION CONFERENCES – COVID 19 CONTINGENCY PLAN

Child protection conferences require family members and professionals to come together to consider whether children within a household are at ongoing risk of significant harm and devise plans in order to keep them safe. Given the current context we have reviewed how this process can continue to protect children from suffering harm and safeguard the health of parents and professionals.

With effect from **Monday 30th March 2020** the process to be followed is as follows:

- Initials and Pre-birth conferences will only be held for children identified by social care teams as being in urgent need of protection, for example children who have been physically or sexually assaulted, beyond parental control or who are failing to thrive. Initial Child Protection Conferences (ICPC's) should be convened within 15 working days from the first strategy discussion and pre-birth conferences within 10 weeks of the estimated date of delivery.

Conferences will be held virtually, and agencies and family members will dial in to participate.

- Reports from each agency should be sent to MPESupport.scs@enfield.gov.uk 48 hours in advance of an initial or pre-birth and 5 working days in advance of a review.

The Chair of the conference will collate the reports and arrange for family members and children, where appropriate, to participate in the conference.

- Family members and agencies that have been unable to participate in the conference will be informed of the decision within 24 hours by business support.

These measures will remain in place until it is determined that we can resume normal working arrangements.

Parents retain their right to complain through the established complaints procedures and agencies will continue to use the escalation processes as necessary.

Anne Stoker
Director of Children and Family Services
March 2020