

## Annex 1



# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Krishna Avanti Primary School, Harrow.**

**School Name: Krishna Avanti Primary School**

**Policy owner:** Anouska Patel, Bindu Rai

**Date:** 1<sup>st</sup> April 2020

**Date shared with staff:** 3<sup>rd</sup> April 2020 and 28.04.20 (updated version)

## **1. Context**

From 20<sup>th</sup> 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 Krishna Avanti Primary School, Harrow (KAPSH) Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Anouska Patel	0208 381 3344	Anouska.patel@avanti.org.uk
Deputy Designated Safeguarding Leads (DDSL)	Bindu Rai	0208 381 3344	Bindu.raï@avanti.org.uk
Principal	Bindu Rai	0208 381 3344	Bindu.raï@avanti.org.uk
Chair of Governors	Vandana Dass	0208 381 3344	kapsharrow@avanti.org.uk
Safeguarding Governor / Trustee	Arvind Halai	0208 381 3344	kapsharrow@avanti.org.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 (CP) 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.

Krishna Avanti Primary School, Harrow 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: Anouska Patel.

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 Krishna Avanti Primary School, Harrow will explore the reasons for this directly with the parent.

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

Krishna Avanti Primary School, Harrow 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.

If Krishna Avanti Primary School, Harrow has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Krishna Avanti Primary School, Harrow and social workers will agree with parents/carers whether children in need should be attending school – Krishna Avanti Primary School, Harrow will then follow up on any pupil that they were expecting to attend, who does not. Krishna Avanti Primary School, Harrow 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, Krishna Avanti Primary School, Harrow 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, Krishna Avanti Primary School, Harrow will notify their social worker.

## **Designated Safeguarding Lead**

Krishna Avanti Primary School, Harrow school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Anouska Patel (DSL)

The Deputy Designated Safeguarding Lead is: Bindu Rai (DDSL)

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 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 access to child protection online management system (CPOMS) and 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 or college.

It is important that all Krishna Avanti Primary School, Harrow staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated and/or Deputy Designated Safeguarding Lead. 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 report the concern to the DSL or DDSL. If there is a requirement to make a notification to the DSL/DDSL whilst away from school, this should be done verbally and followed up with an email to them.

Concerns around the Principal should be directed to the Chair of Governor, Vandana Dass or safeguarding governor, Arvind Halai.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **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 Krishna Avanti Primary School, Harrow, 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 and the Avanti Schools Trust HR team 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 Avanti Schools Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager 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, Krishna Avanti Primary School, Harrow 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.

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

Where Krishna Avanti Primary School, Harrow 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.

Krishna Avanti Primary School, Harrow 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.

Krishna Avanti Primary School, Harrow 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 [duty&assess@harrow.gov.uk](mailto:duty&assess@harrow.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, Avanti Schools Trust 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**

Krishna Avanti Primary School, Harrow 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 MAT code of conduct.

Krishna Avanti Primary School, Harrow 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:

- No 1:1s, groups only
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.



## **Supporting children not in school**

Krishna Avanti Primary School, Harrow 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 on CPOMS, as should a record of contact have made.

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

Krishna Avanti Primary School, Harrow 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.

Krishna Avanti Primary School, Harrow 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 Krishna Avanti Primary School, Harrow need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

Krishna Avanti Primary School, Harrow is committed to ensuring the safety and wellbeing of all its students.

Krishna Avanti Primary School, Harrow will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Krishna Avanti Primary School, Harrow 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.

Krishna Avanti Primary School, Harrow 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 on CPOMS.

Where Krishna Avanti Primary School, Harrow has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Avanti Schools Trust.

### **Peer on Peer Abuse**

Krishna Avanti Primary School, Harrow 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 multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

## **Contact procedures**

Krishna Avanti Primary School, Harrow will aim to hold at least two emergency numbers for all children.

During the COVID-19 closure, where any child we expect to attend school, does not attend or stops attending:

The administrative staff and/or SLT will follow up on their absence with their parent/carer. All emergency contacts will be phoned and if contact is not made by 8:30am the DSL will be informed.

If contact proves impossible with children at home, the school will keep trying to make contact.

If necessary one of the DSLs will contact Children's Social Care Services.

- where a vulnerable child does not take up their place at school, or stops attending school we will notify their social worker, where they have one.

The school has matched children to a level of risk we think they are exposed to at home, as best as we can. This will help the school to focus its attention on the most-in-need children and develop a proportionate contact plan for if they are not in school.

**Red:** children who are most at risk of harm or neglect and have the fewest protective factors (e.g. those with a child protection plan).

**Amber:** children who are moderate risk of harm, with some protective factors (e.g. children identified as a 'child in need' and those with a social worker).

**Blue:** children for whom there are some concerns, or the child has previously been at 'Red' or 'Amber' and still need to be monitored.

## **Contacting children**

### ***How often will children be contacted?***

- The school will aim to contact each class fortnightly. Please see table below for record keeping purposes.
- The school will aim to contact children in the Red, Amber and Blue categories once a week. Staff other than class teachers may need to make this contact;
- contact with some children (on a case-by-case basis) depending on the level of risk and advice from Harrow LA may be more frequent;
- As much as possible, contact with children should be during school hours (or hours agreed with the school to suit the needs of staff).
- Record Keeping document to be completed, scanned and uploaded onto CPOMS under the category COVID-19

The Designated Safeguarding Lead (DSL) (Anouska Patel) will advise staff, who are making contact, of the children in the Red, Amber and Blue categories. These children are to be contacted first in this order: Red, Amber and Blue followed by the remaining children in each class.

Each class list is to remain on the school premises, be treated confidentially and locked away before the member of staff leaves the premises.

### ***Who will contact children?***

- class teachers may make contact with the children in their class or other classes;
- established learning support assistants may also contact the children in their class/classes;
- senior leadership team (SLT) including the DSLs, and administrative staff may also contact children.

Contact will be made by telephone. The school phones should be used when contacting children. Personal numbers **MUST NOT** be shared with parent/carers.

These specified rooms are available to contact parents/carers and should be used in this order of availability: The school office and deputy principal's office. School phones should be cleaned before using them. Be mindful of using the School Office phone. Think about the conversations taking place and if they could be heard by the person being contacted. If so another room should be used.

Social distancing should be observed whilst making phone calls e.g. avoid close contact with others (closer than two metres for more than 15 minutes), in line with government advice on social distancing.

Where email contact is necessary, it should be via school email accounts (not personal accounts) and school devices should be used rather than personal devices.

### ***Nature of the telephone contact***

Staff making contact should speak to the child in addition to their parents. This is especially important for children in the Red, Amber and Blue categories.

When making contact it is important to listen to the parent/carer/child says. The following script is a guide that may be followed for most calls, unless a level of risk or further support has been identified:

#### **Firstly, greet the parents/carers and ask how they are.**

Explain that you are calling to see how the family are doing and how the children are managing access to and the work online i.e. google classroom, bbc bite size, white rose maths etc

If necessary, direct parents to the school website.

If parents have mislaid the login details, and the member of staff calling is unable to help further, they should make a note of the family's names for the class teacher or another teacher, to call with their details at a later date.

Enquire how parents are managing the schooling. It could be suggested that they make a weekly plan that includes time for education, playing and relaxing. Remind parents of the parental control measures including recommending that children use their devices in the same room as the parent and to be careful when sharing usernames and other personal information to access online information.

**Remind parents that the school is providing learning material but not teaching as advised by various government documents.**

**Reassure them about not worrying about their child falling behind and not comparing learning with other classes within the school or other trust schools.**

**Ask to speak to the child/children**

Possible script:

Hi, how are you doing/keeping?

I hope that you have been keeping yourself busy with work and exercise (children could be directed to Joe Wicks PE lesson) and enjoying spending time with your family.

In the coming days or weeks, more work, activities and positive messages will be placed online for you to see and do.

Be good.

Be happy.

Listen to your family.

Keep safe inside the house.

**Record keeping of class during COVID-19 Closure**

<b>Name of child</b>	<b>Date called</b>	<b>Member of staff</b>	<b>RED</b>	<b>AMBER</b>	<b>BLUE</b>	<b>Comments/follow up</b>