

Annex 1



KRISHNA AVANTI
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COVID-19 school arrangements for Safeguarding and Child Protection at Krishna Avanti Primary School, Harrow

School Name: Krishna Avanti Primary School

Policy owner: Anouska Patel, Shriti Bellare

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Important contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Anouska Patel	0208 381 3344	Anouska.patel@avanti.org.uk
Deputy Designated Safeguarding Lead (DDSL)	Shriti Bellare	0208 381 3344	Shriti.bellare@avanti.org.uk
Principal	Shriti Bellare	0208 381 3344	Shriti.Bellare@avanti.org.uk
AST Designated Safeguarding Lead (DSL)			
Chair of School Stakeholder Committee (SSC)	Swetha Nandigama	0208 381 3344	kapsharrow@avanti.org.uk
Safeguarding School Stakeholder Committee (SSC) member	Arvind Halai	0208 381 3344	kapsharrow@avanti.org.uk

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: Shriti Bellare (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.

This addendum should reflect any updated advice you've received from your 3 local safeguarding partners, and from your local authority (for example about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need).

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority (LA) Harrow.

Our 3 local safeguarding partners:

The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

It sets out changes to our normal child protection policy in light of coronavirus and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

Vulnerable children

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 school, including remotely if needed.

We also consider those who are:

On the edge of receiving support from children's social care services

Adopted

Living in temporary accommodation

Young carers
Considered vulnerable by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

The best interests of children must come first.

If anyone has a safeguarding concern about any child, they should act on it immediately.

It's essential that unsuitable people don't enter the school workforce or gain access to children

Children should continue to be protected when they are online.

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

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 call/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 AST Head of School Improvement: Kekshan Salaria or LADO

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

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely by email.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Jacqueline Gerrald. You can contact them by 0208 381 3344.

The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the senior leader) can:

Identify the most vulnerable children in school

Update and manage access to child protection files, where necessary

Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

Make informed decisions regarding disclosures or referrals made

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. 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 (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

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

6. Monitoring attendance

We will resume taking our attendance register. We will also follow guidance <https://www.gov.uk/government/publications/school-attendance> from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance). Where any child we expect to attend school doesn't attend, or stops attending, we will:

Follow up on their absence with their parents or carers, by telephone call and/ or

Notify their social worker, where they have one

We will make arrangements with parents and carers to make sure we have up to date emergency contact details, and additional contact details where possible through MIS details computerised.

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.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

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 multiagency partner required to ensure the safety and security of that young person.

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

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

The DSL or Deputy DSL should be contacted. If a concern is raised about the Principal, refer to Child Protection and Safeguarding policy procedures.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out the arrangements:

How often the school will make contact – this will be at least once a week

Which staff member(s) will make contact – as far as possible, this will be staff who know the family well

How staff will make contact – this will be over the phone, doorstep visits from a suitable social distance, or a combination of both

We have agreed these plans with children’s social care where relevant, and will review them weekly in relation to any changes that have been noted through contact communication.

If we can’t make contact, we will contact children’s social care or the police.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils’ mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

If relevant: They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home.

Staff and volunteers will look out for signs like:

Not completing assigned work or logging on to school systems

No contact from children or families

Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to receive support from the MAT and our service provider JOSKOS.

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.

11.2 Outside school

When we are in a position to teach online and interact with pupils via google classroom. Colleagues will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy

Refer to school and MAT policies about acceptable use of technology, staff/pupil relationships and communication, including the use of social media.

Training will be completed via Educare and face to face by the Computing lead and DSL ensuring appropriate safeguarding practices in our approach to remote learning – for example, if pre-recording or making videos to share, making video calls or phoning pupils.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

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.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online.
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

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.

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, 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 if they are self-isolating

How often will children be contacted?

- The school will aim to contact the child(ren) who are self-isolating as soon as the parent or carer notifies us that this is the case. This will then occur weekly by a member of staff who knows the family well and until the child(ren) return to school. If the child is matched to a red or amber level of risk, this will be the DSL.
- Provisions will be made to ensure that the child(ren) can access online teaching, as long as they are well enough to do so.
- The school may loan out the use of a device or additional resources to ensure the child(ren) has what they need at home.

The Designated Safeguarding Lead (DSL) (Anouska Patel) will advise staff, who are making contact, of the children in the Red, Amber and Blue categories.

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.

If staff members are contacting children outside of the red, amber and blue categories, the below may be helpful in guiding the conversation.

Nature of the telephone contact

Staff making contact should speak to the child in addition to their parents.

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
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, tell me how you are keeping

I hope that you have been keeping yourself busy with work and exercise 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.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils through the PSHE curriculum and through circle time. We also allow opportunities for spiritual mindset through the ethos.

Professional guidance is sought via the DSL, who will contact social services and school nurse if there are concerns that cannot be addressed through the school teaching curriculum e.g. offering counselling over the phone instead of face-to-face.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

