



**Hull  
Safeguarding  
Children's  
Partnership**



**Hull**  
City Council



## **COVID-19 annex to the Child Protection Policy at Rokeby Park Primary School**

**5/1/2021**

### **Response to COVID-19**

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the Designated Safeguarding Lead in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government](#) and local agencies.

**Policy owner: Sally Chaytor and Amy Gawthorpe**  
**Date shared with staff: 11.01.21**

## **Context**

From 5<sup>th</sup> January 2021 parents and carers 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 Rokeby Park Primary School Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Sally Chaytor	01482 508915 07399802599	<a href="mailto:admin@rokeby.hull.sch.uk">admin@rokeby.hull.sch.uk</a>
Deputy Designated Safeguarding Lead	Amy Gawthorpe	01482 508915 07983712359	<a href="mailto:aclarke@rokeby.hull.sch.uk">aclarke@rokeby.hull.sch.uk</a>
Headteacher	Claire Smith	01482 508915 07983712230	<a href="mailto:head@rokeby.hull.sch.uk">head@rokeby.hull.sch.uk</a>
Trust Safeguarding Manager	Andy Dulson		<a href="mailto:adulson@theconstellationtrust.org">adulson@theconstellationtrust.org</a>
Chair of Governors	David Shepherd		<a href="mailto:dshepherd@rokeby.hull.sch.uk">dshepherd@rokeby.hull.sch.uk</a>
Safeguarding Trustee			
Key Family Support / Early Help contact	Sue Joyce (link social worker)	07593521829	Sue.joyce2@hullcc.gov.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 and the child (where appropriate), 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. For those children on SEN support, Rokeby Park Primary will use the same risk judgement to decide whether home or school is the safest setting for these children. In response to COVID 19, timescales on EHC plans being submitted will be amended and regularly reviewed. The priority at the moment, needs to be on managing the current situation and keeping vulnerable children safe and supported.

Eligibility for free school meals, 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.

Rokeby Park Primary 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. The lead persons for this will be: Sally Chaytor and Amy Gawthorpe (for LAC).

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 Rokeby Park Primary School will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Rokeby Park Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Rokeby Park Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Attendance monitoring**

All schools in Hull are required to complete a daily attendance return, in which they are required to submit a daily spreadsheet of pupil attendance, which should be submitted to the Trust lead to collate by 2pm each day.

From Monday 11<sup>th</sup> January 2021 educational settings were required to temporarily change their attendance recording practices and inform the DfE and Local Authority using an online recording form. Educational settings that remain open are required to submit the online form every day by 2pm.

Children attending setting and children not school should be recorded in accordance to government coding guidance as outlined by the DfE. To support the above, Rokeby Park Primary School, when communicating with parents/ carers confirm that emergency contact numbers are correct and ask for any additional contact numbers where they are available.

In all circumstances, where a vulnerable child does not take up their place in school, or discontinues, Rokeby Park Primary will notify any services involved with the child and family, such as an early help worker or allocated social worker.

To ensure pupils who should be in attendance at school are in school on their required day the school holds its own attendance registers and makes regular phone calls to parents. All families will receive regular 'check in' phone calls throughout the school's closure period. Any child who has been classed as vulnerable will receive a weekly phone call and children who are classed as extremely vulnerable, will have regular phone calls each week (unless they are attending school) and a member of staff will ask to speak to the child in person. Contact with all pupils is recorded on a spreadsheet and all calls with vulnerable pupils are logged onto CPOMS.

### **Designated Safeguarding Lead**

Rokeby Park Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sally Chaytor

The Deputy Designated Safeguarding Lead is: Amy Gawthorpe

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 the 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.

It is important that all Rokeby Park Primary School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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**

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 Safeguarding Lead, Deputy DSL and Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without

delay. Concerns around the Headteacher should be directed to the Chair of Governors: David Shepherd.

### **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 (2020). 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 Rokeby Park Primary School, 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 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 school'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, Rokeby

Park Primary School 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 (2020) (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 Rokeby Park Primary School 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.

Rokeby Park Primary School 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.

Rokeby Park Primary School 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](mailto: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 and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Rokeby Park Primary School 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**

Rokeby Park Primary School 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 Rokeby Park Primary School code of conduct.

Rokeby Park Primary School 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
- School accounts should be used for any online platforms. Staff must never use personal accounts. This also applies to communication by email.
- 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 deemed safe and secure by the school / MAT. These should be age appropriate and privacy settings must be checked.
- Staff should record, the length, time, date and attendance of any sessions held.
- Consent must be sought from parents/carers for any child to be involved in online lessons.
- Pupils should only be contacted using parent/carers email addresses or telephone numbers.
- Teachers must not use their personal mobiles to contact pupils. School telephones must be used.

### **Supporting children not in school**

Rokeby Park Primary School 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 well as a record of made contact.



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

Rokeby Park Primary School 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.

Rokeby Park Primary School 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 Rokeby Park Primary School need to be aware of this in setting expectations of pupils' work when they are at home.

Rokeby Park Primary School 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.

### **Supporting children in school**

Rokeby Park Primary School is committed to ensuring the safety and wellbeing of all its students.

Rokeby Park Primary School 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.

Rokeby Park Primary School 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.

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

### **Peer on Peer Abuse**

Rokeby Park Primary School 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 2020 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.