



Knowles Primary School

COVID-19 annex to current Safeguarding and Child Protection Policy

Updated for implementation from 1st September 2020

To be read alongside the following Knowles documents:

- Safeguarding and Child Protection Policy
- COVID-19 Risk Assessment
- Attendance Information for Parents
- COVID-19 Annex to current Attendance Policy
- COVID-19 Annex to current Behaviour Policy

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#behaviour-and-exclusions>

From the week commencing 1 September 2020, the Government expects all schools to open fully to all children.

This annex sets out changes to our normal Safeguarding and Child Protection policy, and should be read in conjunction with that policy. Unless covered here, our normal Safeguarding and Child Protection policy continues to apply.

We may need to amend or add to this annex as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Important Contacts

| Role | Name | Contact Number | Email |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated Safeguarding Lead | Sarah Rice | 07703 829528 | sarah.rice@kpsmk.uk |
| Deputy Designated Safeguarding Leads | Charlotte Purves John Hole Sophie Simpson Rietha Kitshoff Cheryl Weight Nicola Quilter | N/A N/A 07792660478 N/A 07703 829542 07703 829541 | charlotte.purves@kpsmk.uk john.hole@kpsmk.uk sophie.simpson@kpsmk.uk rietha.kitshoff@kpsmk.uk cheryl.weight@kpsmk.uk nicola.quilter@kpsmk.uk |
| Headteacher | Sarah Rice | | sarah.rice@kpsmk.uk |
| Chair of Trustees | Lucy Abbott | N/A | lucy.abbot@kpsmk.uk |
| Safeguarding Trustee | Janet Deeley | N/A | janet.deeley@kpsmk.uk |
| Family Support Team | Nicola Quilter Cheryl Weight | 07703 829541 07703 829542 | nicola.quilter@kpsmk.uk cheryl.weight@kpsmk.uk |

| | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Milton Keynes Multi-Agency Safeguarding Hub (MASH) | 01908 253169 Emergency Social Care Team Out of hours: 5:00pm-9:00am Monday-Friday Weekends & Bank holidays 24 hrs 01908 265545 |
| Adult Social Care | 01908 253772 Out of hours 5:00pm-9:00am Monday-Friday Weekends & Bank holidays 24 hrs 01908 725005 |
| NSPCC | 0808 800 5000 |
| Police | 999 |
| Department for Education Coronavirus Support | DFE.coronavirushelpline@education.gov.uk 0800 046 8687 |

1. Scope and Definitions

In this annex:

Children who are at home are those who are learning at home for reasons associated 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.

Vulnerable children are those who:

- have a social worker including children who have a Child Protection Plan or are a Child In Need
- have an Education, Health and Care (EHC) Plan
- are looked after by the Local Authority
- have been assessed as otherwise vulnerable, for example; on the edge of receiving support from children’s social care, adopted, living in temporary accommodation or young carers.

The Designated Safeguarding Leads (DSLs), Senior Leaders and Family Support Team know who our most vulnerable children are.

Knowles Primary School will continue to work with and support children’s social workers and family support workers to help protect vulnerable children.

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education Sep 2020](#)

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.
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements).
- 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. The importance of staff and volunteers acting immediately upon any concerns they may have about a child either at school or home remains vital.

Where a concern exists, the procedure outlined in the Safeguarding and Child Protection Policy will be followed.

Any concern MUST be reported to Designated Safeguarding Lead (Sarah Rice) immediately.

Concerns about any adult working with children must be raised directly with the Headteacher. In the event the Headteacher is not on site, this must be done via telephone call and a follow up email.

4. DSL arrangements

A trained DSL will be on site wherever possible. In the unlikely event that there is no DSL on site, they can be contacted remotely using the details listed in the 'Important Contacts' section.

The Designated Safeguarding Lead is: Sarah Rice

The Deputy Designated Safeguarding Lead is: Charlotte Purves

Other Deputy Designated Safeguarding Leads: Sophie Simpson, Cheryl Weight, Nicola Quilter, Rietha Kitshoff and John Hole

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

5. Working with other agencies

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

6. Monitoring attendance

We will resume taking our attendance register. We will also follow [guidance](#) 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.

Please see our [Attendance Policy COVID-19 Appendix: September 2020](#)

7. Contact

7.1 Contact with all children during partial school closure or local national lockdown

Staff and volunteers recognise children may be at greater risk during this period.

Concerns surrounding signs of abuse or effect on a child's mental health will be raised with the DSL via the procedures outlined in section 4 of this annex.

Children who are at home due to partial school closure or local/national lockdown will be telephoned by their class teacher on a weekly basis for safe and wellbeing checks.

Parents/carers, and ideally the child, will be asked key questions to establish the child's safety and wellbeing. These will include, but are not limited to:-

- How is the child/ren?
- How are the family?
- What has the child/ren been doing?
- Is there anything additional the school can provide?
- What does the support network for the family look like (access to food and medications)?
- Have the family or child/ren got any questions?
- Would the child/ren like to talk on the phone?

Where possible, calls home should be made from school. In the event a personal phone is used, their personal number will be withheld.

All conversations with parents and/or children will be logged on CPOMs (our online system for monitoring Safeguarding, wellbeing and all pastoral issues). If contact cannot be made, staff will make a follow-up call later that day, but in any event, by the end of that calendar week. Where contact cannot be established, the Family Support Team will be alerted and home visits instigated if needed.

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

If a child is entitled to benefit-related FSM (Free School Meals), they will be offered support from our Family Support Team - Cheryl Weight: 07703829542 Nicola Quilter: 07703829541.

If a child has SEND needs, an additional phone call from a SENCo will be offered by the class teacher to the parent.

7.2 Contact with vulnerable children during partial school closure or local /national lockdown

Vulnerable children will be contacted at least weekly by a Designated Safeguarding Lead or a member of the Family Support Team and the contact recorded on CPOMs. Designated Safeguarding Leads will liaise regularly with social workers, family support workers and external agencies where appropriate. If we can't make contact, despite several attempts, we will complete a home visit

Whilst home visits are **not** routinely carried out, when they are, the following measures will be adhered to:

- Carried out by a DSL.
- Carried out by two members of staff.
- Staff will wear a mask.

- If delivering food or learning packages that cannot be posted - items will be left on the doorstep or path and staff will knock on the door, step away from the door and wait until items have been received.
- Avoid close contact, maintain a 2 metre distance and speak to the child and parents from doorstep or through a window
- If no contact is made on the home visit, a letter will be posted explaining that the school tried to contact via telephone, made a home visit and will continue to make efforts to contact them
- Failure to make contact on a second home visit will result in a referral to MASH (Multi-Agency Safeguarding Hub) and/or 101 (Welfare check) or 999 depending on level of concern.

7.3. Contact with all children who are self isolating for a period of up to 14 days

The school office will contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to Cheryl Weight: 07703829542 Nicola Quilter: 07703829541. If a test is not available and can not be taken the child must isolate for a period of 14 days.

The class teacher and our family support team will contact all children and families via a weekly phone call for safe and well being checks. Children can also keep in contact with their teachers through google classroom if they have access to an internet enabled device.

7.4 Contact with vulnerable children who are self isolating for a period of 14 days

If a child is entitled to benefit-related FSM, they will be offered support from our Family Support Team. Cheryl Weight: 07703829542 Nicola Quilter: 07703829541

If a child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular welfare checks via a phone call from a DSL or the family support team. This will be recorded on CPOMS.

The class teacher or our Family Support Team will contact all children and families via a weekly phone call for safe and well being checks.

If a child has SEND needs, an additional phone call from a SENCo will be offered by the class teacher to the parent.

8. Vulnerable children returning to school after a prolonged period of lockdown

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

9. Online safety

9.1 Online safety outside school

Where staff are interacting with children online, they will continue to follow the Tove Learning Trust Code of Conduct and our ICT and Online Safety policy.

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy. .

- **No** videos should be livestreamed or recorded from home

- All live streaming or pre-recorded videos must take place at school with **two** members of staff present
- Staff must only use platforms provided by Knowles Primary School to communicate with pupils

Direct communication between the class teacher and parent/carer should be made via the dedicated class email address created by KPS (e.g. ash@kpsmk.uk). These email accounts will be monitored regularly during normal school hours, and class teachers will endeavour to respond to any emails within 24 hours of receiving them. Any inappropriate communications will be reported following guidance in our ICT and Online Safety Policy. Staff should not communicate via social media platforms or personal emails.

9.2 Working with parents and carers

We will endeavour to 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.

The PSHE and computing lead will send regular bulletins and newsletters by schoolcomms and update the school website about 'Online Safety at home' to keep parents informed and up-to-date on any current issues.

10. Mental health

10.1 Children returning to school

Staff and volunteers are aware of the possible effects that a period of isolation or lockdown may have on pupils' mental health. Changes in behaviour, including (but not limited to) children being fearful, withdrawn, aggressive, oppositional or excessively clingy, will be recognised and support offered where needed.

All staff will continue to follow the Safeguarding and Children Protection Policy and raise any concerns with the Designated Safeguarding Lead. The school will continue to engage with services and offer early help as needed.

10.2 Pupils at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. School will continue to make referrals to the (MASH) Mental Health Support Team and other school services.

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

11. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated by Sarah Rice. At every review, it will be approved by the full governing board.