



The Federation of Alver Valley Infant and Junior Schools

COVID–19 School Closure Arrangements for Safeguarding and Child Protection at The Federation of Alver Valley Infant and Junior Schools

FEDERATION OF ALVER VALLEY INFANT & JUNIOR SCHOOLS	
Executive Headteacher: Jill Roseblade	
Drafted by:	Model Policy reviewed by JR
Discussed by staff:	Initial April 2020 Subsequent INSET 03.09.20
Approved by:	Governing Body
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Context

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who could not be safely cared for at home.

Schools and all childcare providers were also asked to provide care for children who are considered to be vulnerable.

This addendum of the Federation of Alver Valley Infant and Junior Schools' Child Protection and Safeguarding Policies contains details of our individual safeguarding arrangements in the following areas:

Key Contacts

Vulnerable Children

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Supporting Children not in School

Supporting Children in School

Peer on Peer Abuse

Bereavement

Key Contacts

Role	Name	Contact number	Email
Senior Designated Safeguarding Lead	Jill Roseblade	07976813453 02392 710507	J.Roseblade@alvervalleyschools.co.uk
Designated Safeguarding Lead	Ali Lockwood	07930820009	A.Lockwood@alvervalleyschools.co.uk
Designated Safeguarding Lead	Kate Russell	07780472322	K.Russell@alvervalleyschools.co.uk
Headteacher	Jill Roseblade	07976813453 02392 710507	J.Roseblade@alvervalleyschools.co.uk
Chair of Governors	Clare Chapman		c.chapman@alvervalleyschools.co.uk
Safeguarding Governor	Clare Chapman		c.chapman@alvervalleyschools.co.uk
School Improvement Manager	Martyn Beales		Martyn.Beales@hants.gov.uk
LADO	Barbara Piddington Mark Blackwell	01962 876364	Barbara.piddington@hants.gov.uk Mark.blackwell@hants.gov.uk
Early Help Hub		02392244030	

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 Care 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



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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.(CIN)

Those with an EHC Plan will be risk-assessed, in consultation with parents and discussed with the LA, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, Primary Behaviour Support, Educational Psychologist, School Nurse team etc visiting/making contact with the home to provide any essential services. Many children 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.

At Alver Valley, we are offering a place to children where both parents/carers are workers critical to the COVID-19 response and where no other arrangements for looking after the children are available.

Senior leaders, especially the Designated Safeguarding Leads (DSLs) 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.

The Federation of Alver Valley Infant and Junior Schools will continue to work with and support children's social workers to help protect vulnerable children. This includes working and supporting children's social workers and the Local Authority Virtual School Head (VSH) for looked after and previously looked after children. The Designated Safeguarding Leads will continue this work.

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 vulnerable, the social worker and The Federation of Alver Valley Infant and Junior Schools will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, The Federation of Alver Valley Infant and Junior Schools or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The Federation of Alver Valley Infant and Junior Schools will encourage our vulnerable children to access school, including remotely. We will maintain regular contact with the parents and carers of our vulnerable children. We will complete a weekly return to the Local Authority to inform them which children have attended school and any reasons for non-attendance.



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The Federation of Alver Valley Infant and Junior Schools will ensure that any updated advice or arrangements from the Local Authority are followed and shared as appropriate.

As of 03.09.20, all pupils are expected to return to school, in line with Government guidance. To ensure the smooth transition back to school, staff have created informative videos on social distancing, hand washing and at the major transition points (entry to Year R and entry to Year 3) with a specific transition package, including videos and activities that have been prepared to support the pupils and parents/carers in to school. Social stories have been created for those pupils with specific needs and shared with pupils, parents and carers ahead of the September start.

All pupils have been able to access a transition session in July to meet their new teachers and staff and visit their new classroom for September. Class teachers have phoned individual parents to check on welfare of pupils and families where this has been needed.

All staff have engaged with Hampshire Safeguarding training materials, a review of the updated KCSiE, the schools' Child Protection and Safeguarding Policies based on the Hampshire model and a robust Alver Valley Risk Assessment for the return to school for all staff and pupils in September. (INSET 03.09.20).

All staff and Governors have signed that they have read and understood the policies and practices in the above paragraph.

The annual audit of safeguarding has been completed with the new Safeguarding Governor and returns submitted to Hampshire for both schools. There were no "no or partially met" returns. Development points will be actioned through the academic year.

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.

The Federation of Alver Valley Infant and Junior Schools and social workers will agree with parents / carers whether vulnerable children should be attending school, The Federation of Alver Valley Infant and Junior Schools will then follow up on any pupil that we were expecting to attend, who does not. The Federation of Alver Valley Infant and Junior Schools will also follow up with any parent or carer who had arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, The Federation of Alver Valley Infant and Junior Schools will confirm emergency contact numbers are correct and ask for any additional contact numbers where they are available.



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In all circumstances where a vulnerable pupil does not take up their place at school or discontinues, The Federation of Alver Valley Infant and Junior Schools will notify the social worker.

To safeguard children and staff, parents will be asked to sign an attendance agreement which outlines the expectations needed to minimise the spread of COVID-19. These include wearing of clean, new school uniform each day etc.

04.09.20, as of this date all pupils will be subject to the normal attendance procedures and policies and this has been clearly communicated to parents before the start of the Autumn Term in FAQs and through the school's Risk Assessment available on the website. www.alvervalleyschools.co.uk

The school is following the DfE guidance on reporting absence including the use of COVID-19 codes. Our Attendance Officer is ensuring that any COVID-19 test results, are seen by the Attendance Officer before a pupil is able to return to school.

Designated Safeguarding Lead

The Federation of Alver Valley Infant and Junior Schools has 3 Designated Safeguarding Leads (DSLs).

The Senior Designated Safeguarding Lead is: Jill Roseblade

The Designated Safeguarding Leads are: Ali Lockwood and Kate Russell

The optimal scenario is to have a trained DSL available on site. Where this is not the case, a trained DSL will be available to be contacted via telephone.

Where a trained DSL 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 our online safeguarding management system, CPOMs and liaising with the offsite DSL and, as required, liaising with children's social workers where they require access to vulnerable children and / or to carry out statutory assessments at school.

It is important that all staff at The Federation of Alver Valley Infant and Junior Schools have access to a trained DSL. Staff on site will be made aware of who that person is each day and how to contact them. (see page 1)

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

03.09.20, the DSLs continue to provide safeguarding support.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy, this includes logging information in CPOMs, which can be done remotely.



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In the unlikely event that a member of staff cannot access their CPOMs from home, they should email the DSLs.

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 this to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Any concerns about the headteacher should be directed to the Chair of Governors Clare Chapman. (see page 1)

03.09.20 Staff continue to use the appropriate safeguarding channels as monitored by the DSLs.

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 who has been trained will continue to be classed as a trained DSL even if they miss their refresher training. All our Alver Valley DSLs' training is current.

All existing school staff have received safeguarding training (September 2019) and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

If any new staff are recruited to The Federation of Alver Valley Infant and Junior Schools, they will continue to be provided with a safeguarding induction. Volunteers will not be used during this closure.

If staff are deployed from another education or children's workforce setting to our Federation, 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

Upon arrival, they will be given a copy of our child protection and safeguarding policies, confirmation of local processes and confirmation of DSL arrangements.

03.09.20, all DSLs training remains current.



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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, The Federation of Alver Valley Infant and Junior Schools will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE) (2019).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance of standard and enhanced DBS ID checking to minimise the need for face to face contact.

The Federation of Alver Valley Infant and Junior Schools will not utilise volunteers during the closure.

The Federation of Alver Valley Infant and Junior Schools 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.

The Federation of Alver Valley Infant and Junior Schools 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 will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Federation of Alver Valley Infant and Junior Schools will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

03.09.20 The SCR is being kept up to date.

Currently we are not using agency staff, volunteers or hosting Governing Body meetings on site as per the Hampshire Governor Services advice.

The recruitment process continues to use safer recruitment practices and the DBS service. Where appropriate, online recruitment will be used.

Online Safety

The Federation of Alver Valley Infant and Junior Schools will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.



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Children and Online Safety Away from School

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 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 Code of Conduct.

The Federation of Alver Valley Infant and Junior Schools will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

We are not promoting live streaming as it may cause difficulties for some families and result in inequalities for some of our pupils. Staff may choose to record themselves reading a story or modelling key skills such as handwriting. The following should be considered:

- Staff must wear suitable clothing
- Any computers used should be in appropriate areas and there should be a plain background (i.e. be aware of what is behind you)
- Staff must only use our school platforms (email, website and blogs) to communicate with pupils
- Language must be professional and appropriate

03.09.30, currently the online platforms are being used to post information e.g. homework activities. The Remote Learning Policy outlines in further detail the use of our remote platforms (Tapestry and Dojo). As with any concerns, these will be reported to the DSLs using the normal channels.

Supporting Children Not in School

The Federation of Alver Valley Infant and Junior Schools is committed to ensuring the safety and well-being of our pupils.

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, we will ensure that a robust communication plan is in place for that child.

The communication plan will include regular telephone contact and a record of all contact will be kept and a review of the engagement levels of the child on Tapestry (EYFS) or Dojo virtual classroom.

The Federation of Alver Valley Infant and Junior Schools and the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed weekly and where concerns arise, the DSL will consider any referrals as appropriate.



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The Federation has links to safeguarding information on the website.

The Federation of Alver Valley Infant and Junior Schools recognises that school is a protective factor for children, and the current circumstances can affect the mental health of pupils and their parents / carers. Teachers at The Federation of Alver Valley Infant and Junior Schools need to be aware of this in setting expectations of pupils' work where they are at home.

[03.09.30 See the Alver Valley Remote Learning Policy.](#)

Supporting Children in School

The Federation of Alver Valley Infant and Junior Schools is committed to ensuring the safety and well-being of all our pupils.

The Federation of Alver Valley Infant and Junior Schools will continue to be a safe place 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.

The Federation of Alver Valley Infant and Junior Schools 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.

The Federation of Alver Valley Infant and Junior Schools 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 and any concerns are recorded on CPOMs.

Where The Federation of Alver Valley Infant and Junior Schools has concerns about the impact of staff absence – such as our DSLs, first aiders or paediatric first aiders – we will discuss them immediately with the Local Authority.

[03.09.20 The Alver Valley School Personal Development curriculum has been shared with staff as CPD and is being accessed by the children. One strand of this curriculum is Health and Wellbeing, which explores themes such as physical and mental health, keeping safe and the 5 Ways of wellbeing. In addition children are accessing school assemblies related to these key themes. Classroom staff are best placed to pick up on any pupil who may be struggling. In addition, the school is part of the Education Mental Health Practitioner Programme \(EMHP\) which can provide in-school support through the work of the Mental Health Support Team, for pupils with low mood, behavioural difficulties, stress and anxiety etc.](#)

[The Key Phase meetings have a rolling agenda item on pupils' learning behaviour concerns and mental health concerns.](#)

[The staff have a named mental health lead and can access online support through a link on the schools' dashboard, through talking to the MH Lead or the confidential Hampshire personal line.](#)



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The Governors have a named Wellbeing Governor, Natalya Byer.

The LMT have a rolling agenda for staff wellbeing.

Peer on Peer Abuse

The Federation of Alver Valley Infant and Junior Schools recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and those outlined within our Child Protection Policy.

We will listen to and work with any child, parents / carers and any multiagency partner required to ensure the safety and security of that child.

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

03.09.20 as pupils are back at school, normal channels for observation and reporting are in place.

Bereavement

The Senior Leadership Team will ensure there is a clear plan for responding to any bereavements in our school community, including the sharing of any support services which may be of benefit.

03.09.20 ongoing consideration.