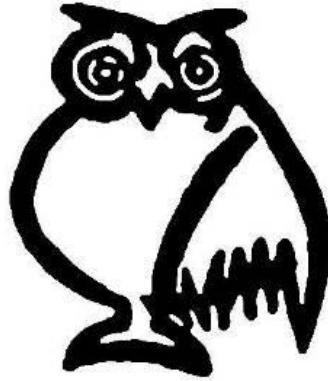


## Danbury Park Community Primary School



# Child Protection Policy

## During School Closure due to COVID-19

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*Be wise, be happy, belong*

***During this period of closure, if it is not possible to have a Designated Lead (or Deputy) on school site, there will always be access to a Designated Lead or Deputy (Level 3 trained), either from our school, or another school or from the Local Authority***

# Danbury Park Community Primary School

## Child Protection Policy During School Closure due to COVID-19

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## 1. Introduction

Schools and their staff form part of the wider safeguarding system for children and, in conjunction with other agencies, they play a vital role in safeguarding children during the current emergency arrangements. This policy is an addition to our existing Child Protection Policy and has been produced to cover arrangements in place during school closure due to Covid-19.

This Child Protection Policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school and should be read in conjunction with the following documents:

- The current Child Protection Policy,
- Keeping Children Safe in Education (DfE, 2019),
- The school Behaviour Policy,
- The school Staff Behaviour Policy (Known as the Staff Code of Conduct),
- The Safeguarding Response to Children Missing from Education,
- The Role of the Designated Safeguarding Lead (Annex B of KCSIE)

Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in Keeping Children Safe in Education as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

## 2. Current context / statutory framework

In March 2020, schools were instructed to close, although were required to offer a place to [vulnerable children](#) and children of workers critical to the COVID-19 response. We obviously want to support all our children and, therefore, as well as these eligible groups, have considered making a place available to other children with vulnerabilities. We will continue with this, although any decisions will be in discussion with other professionals involved and based on a risk assessment process.

In May 2020, the government issued guidance which set out the expectation for the gradual return of children to early years, school and further education settings. The safety of our children and staff is paramount and all decisions about reopening have been driven by our risk assessment process. We have written to parents separately about reopening arrangements.

### 3. Safeguarding procedures during the closure period

Clearly, we are working very differently during this period of partial closure. However, the principles within our existing Child Protection Policy still apply, as does the duty on all staff to safeguard children. We have, however, adapted our existing safeguarding arrangements to ensure we effectively safeguard our children during this time, whether they are attending on site or learning at home.

As always, all staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the designated safeguarding lead (or, in their absence, the deputy designated safeguarding lead). All staff are aware of their responsibility in that respect.

All action is taken in accordance with the following guidance;

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019)
- [Essex Effective Support](#)
- Keeping Children Safe in Education (DfE, 2019)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the [Essex Effective Support](#) portal. The school may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

When schools were instructed to close, we assessed the needs of all our pupils and put in place plans to support them and their families during the summer term. These plans included an education offer (details of which have been shared separately with parents for their child) and arrangements to support pupils with their safety and wellbeing. Where appropriate, the plans included actions and interventions from other agencies, as we continued to work with partners to provide an appropriate level of support. These plans are regularly reviewed to ensure they reflect current need and are updated accordingly to ensure appropriate support is in place.

The safeguarding arrangements at Danbury Park Community Primary School include:

- Class teachers are in contact with all the children in their class via Google Classrooms from Monday through to Friday (term-time) and in person, where that child is now attending school. Where a teacher has not had contact during the week from either the child or the family, the teacher alerts the senior leadership team on the Monday and a member of the school's well-being team phones the family as a courtesy call to enquire about the family's well-being. Should the member of staff making the call or the class teachers have concerns following contact, they should complete the school's usual Child Protection referral forms and give this to the designated safeguarding lead (or deputy). This may be done through a password protected e-mail if the teacher is working from home. The designated safeguarding lead (or deputy) will then follow this up in accordance with the school's Child Protection Policy.
- Risk Assessments have been carried out by the school SENCO for all pupils with EHCPs and those deemed vulnerable. This includes pupils in addition to those classed as vulnerable by the Department for Education and Local Authority as identified by the Senior Leadership Team.
- Those pupils with EHCPs and/or deemed vulnerable, are provided with the direct e-mail contact details for the SENCO and asked to contact the school office by telephone in case of urgent need when the SENCO or designated safeguarding lead (or deputy) will be contacted by the office staff as a matter of urgency. The SENCO makes weekly contact with these families either by e-mail or telephone.
- Detailed plans for those pupils with EHCPs and/or vulnerable are recorded and updated by the SENCO as and when required and when contact is made.
- Should the SENCO be incapacitated, the responsibilities listed above will pass to a member of the senior leadership team.

#### **4. Records and information sharing**

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school and when these records should be shared with other agencies.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Generic data flows related to child protection are recorded in our Records of Processing Activity and regularly reviewed; and our online school privacy notices accurately reflect our use of data for child protection purposes.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will record it as soon as possible, noting what was said or seen (if appropriate, using a body map to record), giving the date, time and location. All records will be dated and signed and

will include the action taken. This is then presented to the designated safeguarding lead (or deputy), who will decide on appropriate action and record this accordingly.

Any records related to child protection are kept on an individual child protection file for that child (which is separate to the pupil file). All child protection records are stored securely and confidentially and will be retained for 25 years after the pupil's date of birth, or until they transfer to another school / educational setting.

During this period, there may be occasions where we have children from another school attending our site, or where our pupils may have to attend another school. In these circumstances, relevant information will be shared between schools to ensure there is knowledge and an understanding of any safeguarding issues so that appropriate measures can be put in place to keep children safe. Information will be shared with relevant staff on a 'need to know' basis.

## **5. Interagency working**

As before, it is the responsibility of the designated safeguarding lead to ensure that the school is represented at, and that a report is submitted to, any statutory meeting called for children on the school roll or previously known to them. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions. During this closure period, there are temporary arrangements in place and meetings will take place virtually (online).

## **6. Staff conduct**

All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Staff Code of Conduct still apply during this emergency period. The usual processes for reporting concerns about a member of staff apply.

## **7. Mental health and wellbeing**

The mental health and wellbeing of all our pupils is always a priority and it is recognised that, without the protective factor of attending school, some of our children may be more vulnerable. This is a worrying and challenging time for everyone and we understand that families will be placed under additional pressures and may be coping with issues such as increased anxiety, financial difficulties, caring for children at home all the time and bereavement.

It is vital that we work in partnership with parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with school, so appropriate support and interventions can be identified and implemented.

## 8. Online safety (for children away from school)

We recognise that the majority of children will not be physically attending school and that it is likely they will be spending longer periods of time online, which may increase their vulnerability. We have provided parents with information on how to keep their children safe online and resources to support them to do this (see Appendix A and B). Particularly useful websites are:

- [CEOP](#) (Child Exploitation and Online Protection)
- [Childnet](#)
- [Internet Matters](#)
- [Net Aware](#)
- [NSPCC](#)
- [Parent Info](#)
- [Safer Internet](#)
- [UK Council for Internet Safety](#)

Staff are aware that children are vulnerable to being bullied or groomed for abuse or radicalisation online. Staff will be vigilant to any signs that that this may be occurring and report any concerns in the usual way.

It is important that parents make the school aware of any concerns they may have about the online activity of their child, or any particular vulnerability they may have in this respect.

## **APPENDIX A - online safety resources for pupils**

### **Childline**

Childline helps anyone under 19 in the UK with any issue they're going through. Children can talk with Childline about anything, whether big or small; their trained counsellors can help. See their website or call free on 0800 1111.

### **BBC Own It**

Updated in relation to COVID-19, this website provides support for young people to take control of their online life. Topics include help and advice, skills and inspiration on matters such as friendships and bullying, safety and self-esteem.

### **BBC Bitesize**

A free online study support resource designed to help with learning, revision and homework. Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices; since 20 April daily lessons have been published to help pupils across the UK with home schooling.



## **APPENDIX B - online resources for parents and carers**

### **Essex Safeguarding Children Board (ESCB)**

The ESCB is a statutory multi agency organisation which brings together agencies who work to safeguard and promote the welfare of children and young people in Essex. It has produced [guidance](#) for parents and carers to help them understand online safety and exploitation generally.

### **Internet Matters – helping parents and carers keep their children safe online**

A not-for-profit organisation that has a simple purpose – to empower parents and carers to keep children safe in the digital world. See their website for further information.

### **The Children’s Society**

A charity fighting child poverty and neglect, and helping all children have a better chance in life. They have produced [information](#) about online safety.

### **The NSPCC (National Society for the Prevention of Cruelty to Children)**

The NSPCC has produced several [online safety guides](#), from setting up parental controls to advice on sexting, online games and video apps.

### **Parent Info**

A website offering expert safety advice in relation to a range of online harms, endorsed by the National Crime Agency’s CEOP command.

### **Common Sense Media**

Independent reviews, age ratings, & other information about all types of media for children and their parents.

### **Parent Zone for families**

A website with a range of digital age resources for families, including guides on digital platforms and trends.

### **Children’s Commissioner**

The Children’s Commissioner has published a [digital safety and wellbeing kit for parents, and a safety guide for children](#). The kit and guide have been designed to help ensure children are safe and their wellbeing is looked after while at home during the coronavirus outbreak – when their screen time maybe higher than usual.

## [The UK Council for Internet Safety \(UKCIS\)](#)

The UK Council for Internet Safety (UKCIS) is a collaborative forum through which government, the tech community and the third sector work together to ensure the UK is the safest place in the world to be online.

## [Disrespect Nobody](#)

Home Office advice on healthy relationships, including sexting and pornography.