



## COVID-19 school closure arrangements for Safeguarding and Child Protection at Sinai School

Sinai School  
Juliette  
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## 1. Context

From 20<sup>th</sup> March 2020 parents 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 cannot be safely looked after at home.

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 in accordance with government guidance.

This addendum of the Sinai Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Laura Lane		<a href="mailto:llane@sinai.brent.sch.uk">llane@sinai.brent.sch.uk</a>
Deputy Designated Safeguarding Lead	Julia Kaye Linzi Solomons		<a href="mailto:jkaye@sinai.brent.sch.uk">jkaye@sinai.brent.sch.uk</a> <a href="mailto:lsolomons@sinai.brent.sch.uk">lsolomons@sinai.brent.sch.uk</a>
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## 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 parents, 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, 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, however the school will provide food parcels and meal vouchers for these families.

Senior leaders, including the Safeguarding team 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.

We 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 for looked-after and previously looked-after children. The lead people for this will be: Laura Lane and Linzi Solomons.

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. However, we will look at each family in a case by case need and assess the situation alongside the social worker.

Where parents are concerned about the risk of the child contracting COVID19, the school and/or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend a school, if this is the only safe place they can be cared for.

## 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.

School and social workers will agree with parents/carers whether children in need should be attending school. We will then follow up on any pupil that they were expecting to attend, who does not. The DSL (Designated Safeguarding Lead) 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, the DSL when communicating with parents/carers will 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 agreed place at school, or discontinues, the DSL will notify their social worker.

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 school staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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 DSL, this will ensure that the concern is received and actioned.

**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 immediately report the concern to the Headteacher. Concerns around the Headteacher should be directed to the Chair of Governors.

## Safeguarding Training and induction

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) if they miss their refresher training, although any training may be done online.

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

If new staff are recruited, or new volunteers 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

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, we continue to follow the relevant safer recruitment processes including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (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 our school utilises 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.

We 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.

We 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we 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

Sinai School 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.

**The acceptable online use guidance and agreement was sent home to parents when school closed.**

**All staff had a briefing about acceptable use online.**

Sinai 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:

- ✓ 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.
- ✓ A live class should be recorded so that if any issues were to arise, the video can be reviewed.
- ✓ Classes should be kept to a reasonable length of time
- ✓ Language must be professional and appropriate, including any family members in the background.
- ✓ Staff must only use platforms provided by the school to communicate with pupils

## Supporting children not in school

Sinai 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 should a record of contact have made.

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

Sinai 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.

We recognise that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils, their parents/carers.

Teachers need to be aware of this in setting expectations of pupils' work where they are at home.

We 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

Sinai is committed to ensuring the safety and wellbeing of all its students.

Sinai 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.

Sinai 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.

Sinai 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 the Headteacher has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – she will discuss them immediately with the Chair of Governors.

## Peer on Peer Abuse

We recognise 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 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.

## Agreement for parents when using Childcare facility

### **Sinai School Childcare provision for essential Key workers for the Covid-19 response**

For children coming into school as of Monday 23rd March 2020, the following measures/precautions must be taken:

- You and your child must thoroughly wash your hands before you leave home in the morning and as soon as you arrive in school.
- Your child must wear their own clothes which are fresh on that morning – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.
- We must register your child in and out of the premises by somebody who either has parental responsibility or has been nominated by yourselves, as long as you are all fit and well and not showing symptoms of coronavirus.
- If you become unwell with coronavirus symptoms, you must immediately contact school and arrange for collection of your child. You will then need to follow the up to date isolation guidance from Public Health England
- Social distancing must be enforced whilst your child is not in school if we are to prevent/minimise the spread of infection.
- School must be informed if you no longer fall within the critical worker list or you have been asked to self-isolate, or your employer has made provision for an adult in your household to work from home.
- Thorough hand washing will take place during the course of the day
- You will need to provide a Kosher, milky, nut free lunch.
- Children must be dropped off no earlier than 9:00 am and picked up no later than 3:00pm this will be through the main office front door. Please be aware that we are practising social distancing in school and respect this at pick up and drop off times.

I confirm that I have read the above guidance and agree to follow it

Child's name:

Parent/Carer Signed:

Date:

