

Ash Lea Appendix due to COVID - 19

1. Context

From 20th 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 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 applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners [NSCP/DDSCP] and local authority (LA) [Nottinghamshire County Council,/Nottingham City Council/Derbyshire County Council].

It sets out changes to our normal child protection policy in light of the Department for Education's guidance Coronavirus: safeguarding in schools, colleges and other providers, and should be read in conjunction with that policy.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education. Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first.
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately.
- A designated safeguarding lead (DSL) or deputy should be available at all times.
- It's essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children. Children should continue to be protected when they are online.

This addendum of the Ash Lea's School Safeguarding and Child Protection Policy 2019 – 2020, contains details of our individual safeguarding arrangements in the following areas:

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Key Contacts:

Role	Name	Contact details
Designated Governor for Child	Dr. Alexander Macdonald	Alex.macdonald@ashlea.notts.sch.uk
Snr Designated Safeguarding Lead	Dawn Wigley Head teacher	Dawn.wigley@ashlea.notts.sch.uk 07947111519
Deputy Safeguarding Lead	Sandra Gell Assistant head teacher Kate Davies Assistant head teacher	Sandra.gell@ashlea.notts.sch.uk 07870902201 Kate.davies@ashlea.notts.sch.uk 07977503114
LAC Lead	Luke Skillington	Luke.skillington@ashlea.notts.sch.uk 07966026530
Name of additional Safeguarding Officers	Sadie Fletcher Business Manager	Sadie.fletcher@ashlea.notts.sch.uk 01159892744
LA Safeguarding Children in Education Officer	Cheryl Stollery	0115 8041047
LA Child Protection Contact/LADO	Eva Callaghan or covering LADO	0115 8041272
MASH (Multi-agency Safeguarding Hub)		0300 500 80 90 0300 456 4546 (Outside of office hours) Tel: 0115 8041248 9am to 4.30pm Monday to Friday or please use early.help@nottsc.gov.uk and password protect any confidential information Address: Early Help Unit, Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TB
Emergency Duty Team (Children's Social care) Early Help Unit		0300 456 4546
Prevent Referral		prevent@nottinghamshire.pnn.police.uk
The Department for Education coronavirus helpline is available to answer questions about COVID-19	Relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:	Phone: 0800 046 8687 Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)

2. 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, 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.*

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Ash Lea School may also deem other children vulnerable for a number of reasons; these will form part of a group who may or may not come in to school but will be monitored and tracked on a regular basis.

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.

Ash Lea 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 people for this will be: **Luke Skillington (LAC Lead)**

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 Ash Lea School will explore the reasons for this directly with the parent. With support in place the child may be able to stay within their homes.

Where parents are concerned about the risk of the child contracting COVID19, Ash Lea School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

3. 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.

Ash Lea School and social workers will agree with parents/carers whether children in need should be attending school – Ash Lea School will then follow up on any pupil that they were expecting to attend, and who does not. Ash Lea School 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.

Information will then be updated on the vulnerable child tracker on the One Drive or soon to be in place; CPOMS and the SLT Lead/SDSL will then coordinate plans to contact the parents/carers. If communications are not answered a home visit will be arranged.

To support the above, Ash Lea School will, when communicating with parents/carers and carers, 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 place at school, or discontinues, Ash Lea School will notify their social worker.

Home visits will be undertaken if a child who we accept to attend school and doesn't or we are unable to contact a child on our vulnerable list. A risk assessment will be completed before a visit. A proforma for the risk assessment is attached to this appendix.

4. Designated Safeguarding Lead

Ash Lea School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: **Dawn Wigley**

The Deputy Designated Safeguarding Lead is: **Sandra Gell and Kate Davies**

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 **Sadie Fletcher** (completed Designated Lead training) will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection information in secure files in Head teachers Office or online management system via CPOMS when this is set up. Also 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 Ash Lea School staff have access to a trained DSL (or deputy). On each day staff on site they will be made aware of that person is and how to speak to them.

The SLT / designated lead for LAC will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

If LAC or PEP meetings are needed the LAC lead and or the class teacher will attend by telephone / online links or produce a report.

5. 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 writing a concern form (can be located on **One Drive All staff emergency file** https://cotgraveashleaschool-my.sharepoint.com/:w:/g/personal/dawn_wigley_ashlea_notts_sch_uk/EZhodlly

[fVBubrBkUT1sjgBCMUiHS21Q_HUEKUVnTolWQ?e=dO7kam](#)) or report via CPOMS (when set up), 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 Designated Safeguarding leads and the SLT Lead on site.

This will ensure that the concern is received.

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 the concern to the Head teacher **Dawn Wigley** or directly to the LADO.

If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally and followed up with an email to the Head of School or directly to the LADO.

Concerns around the Head Teacher should be directed to the Chair of the Governors: **Dr. Alex Macdonald**

6. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. Currently all 4 members of staff are well within their training dates.

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 (2019). 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 Ash Lea School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting (or if our staff are deployed to another 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.

7. 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, Ash Lea 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 (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.

Where Ash Lea 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.

Ash Lea 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, 2019 .

Ash Lea 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

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the 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, Ash Lea School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. There is a daily register in the main foyer where all staff and volunteers will sign in.

Staff 'on loan' to other schools or some NCC establishments would need to be fully inducted into their place of work. The 'on loan' place of work should request appropriate ID checks from Ash Lea and it needs to be fully agreed with the Head teacher. If staff are working / been redeployed to another NCC place they will be taken off the Ash Lea rota so not to cross contaminate.

8. Supporting children not in school

Ash Lea 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.

A discussion with relevant teachers and other staff was conducted and a list of these children was made. A tracking document of all vulnerable children can be found on the One Drive linked to individual teachers. The Designated leads will monitor these tracking documents and will identify these children when they make weekly contact with teaching staff. Once CPOMS is set up; details of this plan will 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. Ash Lea 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. Ash Lea 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 Ash Lea School need to be aware of this in setting expectations of pupils' work where they are at home.

Ash Lea 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 if necessary.

9. Supporting children in school

Ash Lea School is committed to ensuring the safety and wellbeing of all its pupil's. Ash Lea School will continue to be a safe space for all children to attend and flourish. The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Ash Lea 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.

Ash Lea 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 if necessary.

Ash Lea School has created a format for communicating pupil need and activity; physical and mental health and anxieties, to staff who will be working the rota system. These forms are completed at the end of each week. This supports pupils and staff to maximise positivity during the COVID- 19 crisis where usual school routine has changed.

Where Ash Lea School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Head Teacher and members of the Governing Board.

Ash Lea School will ensure that update resources are added to the School web site to support both learning and Mental Health and Wellbeing.

10. Peer on Peer Abuse

Ash Lea 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, 2019 and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on concerns form and on CPOMS (when in place) and appropriate referrals made.

11. Additional information for SLT

A potential script to support SLT when parents complain (taken from NAHT)

As I'm sure you will appreciate, we are currently dealing with a complex and rapidly changing situation. My priority will always be the health and safety of the pupils and staff in our school. Now more than ever, this remains our primary focus. Already in school, we have [insert measures taken so far].

"This is an entirely unprecedented situation, and we are following official advice from the government and public health authorities. We are monitoring and responding to that as it is published. This official advice will underpin all the actions we take.

"While I appreciate that there will be a wide range of different views about how we should be responding and what action we should take, I hope you will appreciate that I am duty-bound to follow the official advice and guidance from the government."

12. Home Visit Risk Assessment Form

Ash Lea School

Home Visit - Risk Assessment Form

Pupil Details	
Name of School:	Click or tap here to enter text.
Name of Child	Click or tap here to enter text.
Class	Click or tap here to enter text.
Address to be visited	Click or tap here to enter text.
Date of visit	Click or tap to enter a date.
Is the child:	<input type="checkbox"/> CP/CiN <input type="checkbox"/> EHCP <input type="checkbox"/> Other Vulnerability

Reason for visit	
Requested by Local Authority <input type="checkbox"/>	Concerns from School <input type="checkbox"/>
Have you exhausted all other means of contact	<input type="checkbox"/> Yes



Which staff members will be undertaking the Home Visit	1:
Details of reason a Home visit is required: Click or tap here to enter text.	

Existing & Proposed Control Measures		
All social distancing protocols to be maintained		<input type="checkbox"/> Yes
Is the family self-isolating because of symptoms?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is the family at home because of social distancing?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Driving to Visit:		Walking to Visit:
If 2 people are completing the visit please use separate cars		If 2 people are completing the visit please maintain a 2m distance from each other
Gloves: (from School) To be worn on exiting the car and remove once back in the car		Gloves: (from School) To be worn for the duration of the visit
Anti-bac wipes: (if available) To be used on the car door handle and steering wheel after the visit is complete		
Anti-bac hand sanitiser: (from School) To be used once the gloves are removed before setting off back to base		Anti-bac hand sanitiser: (from School) To be used once the gloves are removed before setting off back to base
Hand washing: Wash your hands for 20 secs using soap and water on return to the base		Hand washing: Wash your hands for 20 secs using soap and water on return to the base
Other measures: Click or tap here to enter text.		Other measures: Click or tap here to enter text.
Remember – this is a door step visit only – Social Distancing to be maintained throughout		
To be completed on return to base if you had to enter the house	Justification: Click or tap here to enter text.	

Name of Person undertaking Risk Assessment	Click or tap here to enter text.
Role	Click or tap here to enter text.
Signature	



ASH LEA

*Working together to be
the best that we can be*

Date

Click or tap to enter a date.



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*Working together to be
the best that we can be*

Coronavirus: What you need to do



**Wash your
hands**



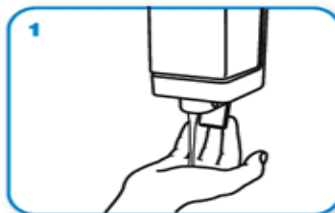
**Use a tissue
for coughs**



**Avoid touching
your face**



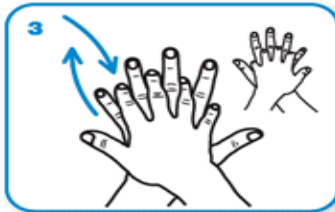
Wet hands with water



apply enough soap to cover all
hand surfaces.



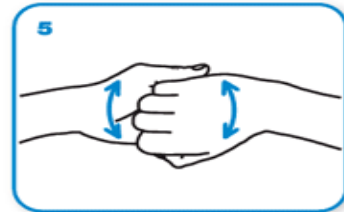
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



palm to palm with fingers
interlaced



backs of fingers to opposing
palms with fingers interlocked



rotational rubbing of left thumb
clasped in right palm
and vice versa



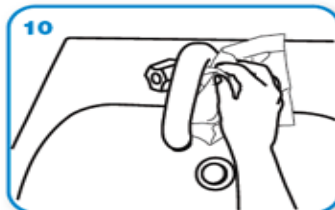
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.

Draft policy

6th April 2020

To be sent to SLT and governors to review and amended