



COVID-19 school arrangements for Safeguarding and Child Protection

(to be read in conjunction with the Safeguarding and Child Protection Policy)

| | |
|---|----------------------------|
| Date of Last Review: | January 2021 March 2021 |
| Name of Designated Safeguarding Lead for Child Protection: | Mrs Jasbir Mahil |
| Name of Deputy Designated Safeguarding Lead for Child Protection: | Mrs Deljit Matharu |
| Name of Local Governor for Safeguarding/Child Protection: | Mr John Jones |
| Date shared with all staff: | January 2021 March 2021 |

The Sikh Academies Trust Trustees have overall responsibility for this Addendum.

This addendum of Khalsa Primary School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in response to safeguarding during the COVID-19 pandemic in the following areas:

| | |
|--|----|
| Context | 3 |
| Vulnerable children | 4 |
| Attendance monitoring | 5 |
| Designated Safeguarding Lead | 5 |
| Reporting a concern | 6 |
| Children moving schools..... | 6 |
| Safeguarding Training and induction..... | 7 |
| Safer recruitment/volunteers and movement of staff..... | 7 |
| Volunteers | 8 |
| Children and online safety away from school and college..... | 8 |
| Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19..... | 9 |
| Elective Home Education (EHE) | 10 |
| Contingency planning | 10 |
| Support from the Trust..... | 10 |

Key contacts

| Role | Name | Contact | Email |
|-------------------------------------|-----------------------|--------------|----------------------------|
| Designated Safeguarding Lead | Mrs Jasbir Mahil | 01753 823501 | safeguarding@kpsslough.com |
| Deputy Designated Safeguarding Lead | Mrs Deljit Matharu | 01753 823501 | safeguarding@kpsslough.com |
| Principal | Mr Raminder Singh Vig | 01753 823501 | principal@kpsslough.com |
| Chair of Governors | Mr Jujar Singh | | safeguarding@kpsslough.com |
| Safeguarding Governor | Mr John Jones | | safeguarding@kpsslough.com |

Context

This addendum applies from the start of the Spring term 2021. It reflects updated advice from the government and local authority (Slough).

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do 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.

On Monday 22nd February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

Khalsa Primary School will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).¹

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

We 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 coronavirus.

This addendum is subject to change, in response to any new or updated guidance the government may publish.

Vulnerable children

Vulnerable children include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Khalsa Primary 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 persons for this will be: Mrs Jasbir Mahil.

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.

Where parents are concerned about the risk of the child contracting COVID-19, DSL/SENCo or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Khalsa Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)² for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction³ will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Designated Safeguarding Lead

Khalsa Primary School has a Designated Safeguarding Lead (DSL) and Deputy DSL.

The Designated Safeguarding Lead is Mrs Jasbir Mahil.

² <https://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

The Deputy Designated Safeguarding Lead is Mrs Deljit Matharu.

The school will endeavour to ensure that a trained DSL will be onsite and available to staff. It is important that all Khalsa Primary School staff and volunteers have access to a trained DSL (or deputy) if the school is required to partially or fully close due to an outbreak of COVID-19 and know on any given day who that person is and how to raise a concern whether that be via phone or online video.

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

The DSL (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not at school due to self-isolating, their bubble has had to close or school closure. Staff should make calls from the school phones and devices, however if the school is closed staff may use their personal devices but must withhold their number.

Reporting a concern

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

Safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act immediately
- a DSL or deputy should be available
- it is 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.

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 Safeguard, which can be done remotely.

In the unlikely event that a member of staff cannot access their Safeguard from home, they should email or call the Designated Safeguarding Lead and Principal. 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 immediately report the concern to the Principal or SLT member on site. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns regarding the Principal should be directed to the LADO.

Children moving schools

It will be important for any school whose children are attending another setting to continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and

child protection information. This will be especially important where children are vulnerable. For looked-after children, any change in school should be led and managed by the virtual school head with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst schools must continue to have appropriate regard to data protection law, that does not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76 to 83 of KCSIE.

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) even if they miss their refresher training.

All existing school staff have safeguarding training and will read Part 1 of Keeping Children Safe in Education (2020). 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 Khalsa Primary School they will continue to be provided with a safeguarding induction and complete the online training which is available on EduCare.

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, Khalsa Primary 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 (2020).

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 Khalsa Primary 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.

Khalsa Primary 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.

Khalsa Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRAs 'Teacher misconduct advice for making a referral.

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, Khalsa Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Volunteers

Khalsa Primary School will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Khalsa Primary School, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

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.

Online teaching should follow the same principles as set out in the Khalsa Primary School code of conduct.

Khalsa Primary 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 if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

Khalsa Primary 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.

Details of this plan must be recorded on SIMs, as should a record of any contact that has been made. The communication plans can include both remote and phone contact. Other individualised contact methods should be considered and recorded.

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

Khalsa Primary School and its DSLs 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.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

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

Supporting Children in School

The Sikh Academies Trust is committed to ensuring the safety and wellbeing of all its students. Khalsa Primary School will continue to be safe spaces for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. The Sikh Academies Trust 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 Trust 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 the childcare register. Where the Trust has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed immediately with the CEO.

Elective Home Education (EHE)

Khalsa Primary School will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, Khalsa Primary School will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as Khalsa Primary School becomes aware of a parent's intention, or decision, to home educate.

Khalsa Primary School will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If a parent wants to admit their child to Khalsa Primary School, we will follow our normal processes for in-year admissions applications.

Contingency planning

Khalsa Primary School will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans.

Khalsa Primary School will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework⁴, which has been updated and outlines how schools should operate in the event of any restrictions.

Support from the Trust

The Sikh Academies Trust Safeguarding Directorate will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

⁴ <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Director of Safeguarding will ensure that as children return try to give designated safeguarding leads and their deputies more time to:

- support staff and pupils with new safeguarding and welfare concerns
- handle referrals to children's social care and other agencies where appropriate

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where children of critical workers and vulnerable are children on site, Khalsa Primary School will ensure appropriate support is in place for them. The government's guidance on mental health and behaviour in schools sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils and students in the current circumstances has been considered by both schools and appropriate amendments to the behaviour policy have been made and staff made aware of these amendments. School staff have been made aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.