



FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

COVID-19 SCHOOL CLOSURE ARRANGEMENTS

DETERMINATION. RESILIENCE. EMPOWERMENT. APPRECIATION. MOTIVATION & SAFETY
‘IF YOU CAN DREAM IT, YOU CAN DO IT!’



Child Protection Policy Update - COVID-19 School Closure Arrangements

This annex provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

[Keeping Children Safe in Education](#) is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support Governing Bodies, Proprietors, Senior Leadership Teams and Designated Safeguarding Leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe.

The additional guidance for the COVID-19 period can be found here:

<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>

This guidance is relevant to all schools, whether maintained, non-maintained or independent (including academies, academy trusts, free schools and alternative provision academies), maintained nursery schools and pupil referral units. This is interim safeguarding guidance, it is under review and will be updated.

Please note: the government is preparing additional guidance for hubs or school cluster

This annex should be read alongside Florence Melly Community Primary School's [Child Protection Policy, Part 1 and Annex A of Keeping Children Safe in Education 2019](#), and in conjunction with Part 1 of the School Improvement Liverpool Schools Safeguarding Handbook which is made available to all staff and volunteers.

Key Contact Details for Florence Melly Community Primary School

| Role | Name | Contact |
|-------------------------------------|-----------------|--|
| Headteacher | Ken Heaton | k.heaton@fmp.liverpool.sch.uk |
| Designated Safeguarding Lead | Aaron Leach | a.leach@fmp.liverpool.sch.uk |
| Deputy Designated Safeguarding Lead | Joseph Doyle | joseph.doyle@fmp.liverpool.sch.uk |
| EHAT Lead | Marion Campbell | m.campbell@fmp.liverpool.sch.uk |
| SENDCO | Rose Findell | r.findell@fmp.liverpool.sch.uk |
| Chair of Governors | Janet Matthews | janet.matthews@fmp.liverpool.sch.uk |
| Link Governor(s) for Safeguarding | Clare Clegg | clare.clegg@fmp.liverpool.sch.uk |

Key Contact Details for the Florence Melly Safe Space Hub

| Role | Name | Contact | |
|---|------------------------|--|--|
| Hub Centre Manager | Katy Morris | head@pinehurst-primary.co.uk | |
| Hub Designated Safeguarding Lead(s) | Aaron Leach | a.leach@fmp.liverpool.sch.uk | |
| | Laura Jackson | l.sheridan@gladwysstreet.com | |
| | Joseph Doyle | joseph.doyle@fmp.liverpool.sch.uk | |
| Those Qualified to Deputise in the Absence of the Designated Safeguarding Lead(s) | Anmarie Byott | a.byott@fmp.liverpool.sch.uk | |
| | Julie Foley | j.foley@fmp.liverpool.sch.uk | |
| | Nikki Bear | n.bear@fmp.liverpool.sch.uk | |
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| | Kieran Baillie | k.baillie@fmp.liverpool.sch.uk | |
| | David Briscoe | d.briscoe@pinehurst-primary.co.uk | |
| | Karen Thomas | k.thomas@pinehurst-primary.co.uk | |
| | Clare Wigelsworth | c.wigelsworth@pinehurst-primary.co.uk | |
| | Carla Baker | c.baker@gladwysstreet.com | |
| | Hub Liaison Officer | Maxine Eyo | maxine.eyo@si.liverpool.gov.uk |
| | Hub Neighbourhood Lead | Paul Bradshaw | paul.bradshaw@si.liverpool.gov.uk |
| Nominated Person for Managing Allegations Against Hub Centre Manager | Janet Matthews | janet.matthews@fmp.liverpool.sch.uk | |

1. Context

From 20th March 2020 the government asked parents to keep their children at home, and for schools to remain open only for those children of workers critical to the COVID-19 response where those workers have no other safe arrangements for the care of their child/ren.

Schools were also asked to provide care for additional children. These children were identified by the government as being vulnerable due to social care involvement, or as a result of Special Educational Needs or Disability. Further detail is specified in Section 2 below.

During this time, Florence Melly Community Primary School will do what it reasonably can in order to keep all of our children safe. In most cases, the majority of our children will not physically be attending the 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 will be dealt with in line with our [Child Protection Policy](#) and local safeguarding arrangements. Where appropriate, referrals will still be made to children's services and as required, the police, **without delay.**

Across Liverpool it was agreed that the Local Authority would adopt a Hub model for providing care to the key groups of children of primary age. A number of school sites were identified to remain open, with all other schools closing. The Hubs are strategically located across the city and

are staffed by members of staff from schools within their locality. Children needing care have been signposted to their nearest Hub, but parents are also free to choose the most convenient Hub location. Further information regarding the response by Liverpool City Council to COVID-19 can be found here:

<https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/>

Our school is open and is operating as a childcare Hub for the local area.

This addendum to our [Child Protection Policy](#) specifies the details of our safeguarding arrangements during this time, until school is instructed it can safely fully open again.

2. Vulnerable Children

During school closures due to COVID-19, schools are required to provide care to children identified as being vulnerable.

The government defines vulnerable children as those who have a social worker and those children and young people up until the age of 25 who have an Education, Health and Care Plan (EHC).

Further information about vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children who have a social worker include children who are subject to a Child Protection Plan and those who are looked after by the Local Authority. A child may also be considered vulnerable if they have been assessed as being in need or otherwise meet the definition in [Section 17 of the Children Act 1989](#).

Children with an EHC Plan will be risk assessed to determine 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. Many children with EHC Plans can safely remain at home.

Eligibility for free school meals is not a determining factor when assessing vulnerability.

The government expects that vulnerable children with a social worker will attend an education setting, so long as they do not have underlying health conditions which put them at increased risk. Within Liverpool, all children open to Children's Services have been assessed by their social worker and manager, and a priority list has been agreed. Children have been matched with their nearest Hub setting. Children on this list have been contacted by their social worker and will be supported to attend a Hub provision. Where a parent does not want to bring their child to a Hub setting and the child is deemed vulnerable, the social worker will explore the reasons for this directly with the parent. In conjunction with the Virtual Headteacher, Looked After Children have also been risk assessed and a list of priority children has been identified. Many Looked After Children can safely remain at home. Whilst there has been a priority list identified by the Local Authority, any child subject to Child Protection Planning can attend a Hub.

Prior to Florence Melly Community Primary School closing, and before receiving official guidance regarding who met the criteria of vulnerable children, our school safeguarding team identified who our most vulnerable children were and formulated a plan to monitor their safety and wellbeing during school closure.

An emergency, out of hours, contact number for our Safeguarding Team has been published on the school website: <https://florencemelly.org/parents/covid-19-updates/> Between the hours of 9:00am - 4:00pm, the school office number is available and Florence Melly Community Primary School staff are on site to support our school community. The email addresses of key staff members have also been published on the school's COVID-19 Updates page - located on the homepage of the school's website. These are communicated to our school community, frequently, using our school Twitter feed.

Our most vulnerable families are contacted via telephone a minimum of twice a week. These are collated and recorded on a shared Microsoft One Drive file and monitored by the Designated Safeguarding Lead. The school also spends a conferrable amount of time each day, interacting with the school community via social media. Class teachers are encouraged to engage with families using both our school [Twitter](#) and Class Dojo feeds.

Schools have flexibility and are able to offer a place to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children's services. Florence Melly Community Primary School will continue to work with and support children's services to help protect vulnerable children. This is especially important during the COVID-19 period.

3. Designated Safeguarding Lead

Schools or Hubs should attempt to ensure there is always a trained Designated Safeguarding Lead or Deputy available on site. All safeguarding concerns should be reported **without delay** to the Hub's onsite Designated Safeguarding Lead who will take the necessary steps and report the concern to the named DSL for the child's school. Our trained Designated Safeguarding Lead (Mr Leach) and/or Deputies (Mr Doyle or Miss Campbell) are available to be contacted via phone, email or video call when working from home.

If it is not possible to have a trained DSL or deputy on site, Florence Melly Community Primary School will ensure that there is a Senior Leader who takes responsibility for coordinating safeguarding on site. This senior leader can also take advice from School Improvement Liverpool's School Improvement Officers for Safeguarding: safeguarding@si.liverpool.gov.uk

It is essential that all staff and volunteers have access to a trained DSL or deputy and are made aware of the arrangements on a daily basis regarding who that named person is and how to speak to them.

Throughout the COVID-19 period, the safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

It is acknowledged by the government that face to face DSL training is unlikely to take place during the COVID-19 period. For the period these 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 missed their refresher training.

4. Safeguarding Procedures

The Hub Centre Manager should follow the normal safeguarding operating procedures for managing an educational setting or school or childcare provider and should adhere to Florence Melly Community Primary School's own [Child Protection](#), [Managing Allegations](#) policies and [Staff Code of Conduct](#). For example, everyone should be aware of children with specific safeguarding or health needs or disabilities. Medicines should be stored and administered safely. Everyone should be clear as to the setting's child protection and fire evacuation procedures. Everyone on site should know how to contact the Hub's Designated Safeguarding Lead/Deputies and First Aiders. If staff are working on a rota basis, there should always be appropriately trained key personnel on site. The names of these staff should be displayed and updated as required.

Each Hub must follow normal [Local Safeguarding Children Board Procedures](#)

All safeguarding concerns should be reported **without delay** to the Hub's and School's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads.

If any member of staff believes a child is at risk of harm then the Designated Safeguarding Lead should ring **Liverpool Careline** on **0151 233 3700, without delay**. If the Designated Safeguarding Lead is unavailable then **any** member of staff should ensure Liverpool Careline is contacted without delay.

If a child is in immediate/imminent danger then staff should ring the police.

School Improvement Liverpool's [Safeguarding Mate](#) online tool can provide additional key guidance to all staff regarding key safeguarding procedures: www.schoolimprovementliverpool.co.uk/safeguarding-mate/

If colleagues need further safeguarding guidance or support then they should email safeguarding@si.liverpool.gov.uk providing a mobile number for either Phil Cooper or Nicola Noon to contact them.

Concerns regarding the conduct of staff should be dealt with in line with our [Managing Allegations Policy](#).

5. Attendance Monitoring

Local Authorities and schools do not need to complete their usual day to day attendance processes to follow up on non-attendance.

The DfE have devised an online for and supporting spreadsheet for the COVID-19 period. It can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

A daily online attendance form will be submitted to the DfE each day for all those children in attendance. This is to keep a record of children of critical workers and vulnerable children who are attending school. This allows a record for safeguarding purposes and ensures schools provide accurate, up to date data to the Department for Education on the number of children taking up places.

Each school's hub liaison officer will communicate the method for submitting attendance data for prioritised vulnerable children to the Local Authority.

The Hub should follow up with any parents/carers or social workers who have arranged care for their child but their child subsequently does not attend. In all circumstances where a vulnerable child does not take up a place at a Hub/setting, and was expected to, the social worker should be informed.

The Designated Safeguarding Lead for each school will be informed of attendance of 'Prioritised Vulnerable Children' and follow up with parent/carer and social worker.

6. Children Moving between Schools and Hubs

Where it is identified that a child from Florence Melly Community Primary School is attending another Hub/school setting, we will share relevant welfare and child protection information with the DSL for that Hub. The receiving Hub/school should be aware of the reason the child is vulnerable and the arrangements in place to support them. As a minimum, we will share the child's EHC Plan, Child in Need plan, Child Protection Plan or for looked after children, their personal education plan. The name of the child's social worker will also be shared. We intend that this will happen prior to the child arriving in the new setting but where that is not possible, we will share as soon as is reasonably practicable.

Schools must have appropriate regard to data protection and GDPR, but this does not prevent sharing of information for the purposes of keeping children safe.

7. Safer Recruitment 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. Schools should continue to follow the relevant [Safer Recruitment Processes](#) for their setting, set out in part 3 of Keeping Children Safe in Education.

Where schools or Hubs are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education (paragraphs 167 to 172). Florence Melly Community Primary School will ensure that there are no circumstances where a volunteer who has not been checked will be left unsupervised with children or allowed to work in regulated activity. If new staff or volunteers are recruited, the usual [Safer Recruitment Processes](#) will be followed, and they will also be provided with a safeguarding induction.

Our school workforce may be asked to temporarily move to another school setting to support the care of children. There is no expectation that a new Enhanced DBS with Barred List check will be obtained by the new setting. As the current employer, Florence Melly Community Primary School can provide assurance to the new setting that the individual has been subject to the correct pre-employment checks (including an Enhanced DBS and Barred List check). If there are current concerns about the individual's suitability to work with children or there are ongoing disciplinary investigations relating to safeguarding involving that individual, they should not be deployed in an alternative setting.

In order to support the running of our Hub, members of staff from outside of our workforce may temporarily move to work within our setting. Where they engage in regulated activity as part of

their normal work and they already have the appropriate Enhanced DBS with Barred List check, there is no expectation that a new check will be applied for. The type of setting on a DBS check, e.g. a specific category of school, is not a barrier. Similarly, the same principle applies if other workers move to temporarily work in a Hub setting. Our Hub will risk assess each situation and we will satisfy ourselves that each person in our setting has had the required level of checks. We will seek written assurance from the individual's current employer as opposed to undertaking new checks.

The Hub centre manager will ensure that each member of staff presents with their employee photo ID and either one of the following:

- (1) Their original Enhanced DBS Certificate confirming a children's barred list check has been undertaken,
- (2) Written confirmation from their employer that an Enhanced DBS Certificate with a children's barred list check has been undertaken (This is to be the likely mechanism for all staff provided by other schools, LA, SIL and LLP).

Photo ID only is required for supervised visitors and also for Police, Health and Children's Services.

There is no statutory expectation for schools to renew their DBS certificates every three years. Most schools do not retain DBS numbers as there is no statutory requirement to do so. For members of staff who present their DBS certificate and are also part of the DBS Update Service, an online check can be undertaken to establish if their certificate is still valid <https://www.gov.uk/dbs-update-service>

Any volunteers must be supervised and a risk assessment undertaken.

Upon arrival at the Hub, new staff and volunteers will be given a copy of the setting's [Child Protection](#), [Managing Allegations](#) policies and [Staff Code of Conduct](#), confirmation of DSL arrangements and the setting's Induction Booklet.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff or volunteers will be on site and that the appropriate checks have been carried out. As such, we will continue to keep our Single Central Record (SCR) up to date. We will use our SCR to record all those working or volunteering, including those who are temporarily working there from other settings. The SCR can also log details of any risk assessments carried out on staff and volunteers on loan from elsewhere. A template for these checks is included in the Hub centre managers handbook.

Florence Melly Community 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 (as per paragraph 163 of Keeping Children Safe in Education).

Florence Melly Community Primary School will also continue to consider and make referrals to the Teaching Regulation Agency (as per paragraph 166 of Keeping Children Safe in Education). During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk.

8. Mental Health

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When

children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. Florence Melly Community Primary School will ensure there is appropriate support available for the whole school community at this time. Our Mental Health and Well Being Lead, Mr Doyle, will publish a weekly 'Help, Support and Advice' document to support the whole school community. These will be published on the school website and Twitter feed. A range of external agency support documents will also be published and signposted. The school will continue to send out 'Outstanding Achievement' awards to its pupils during this difficult time. Additionally, Mr Doyle has set up a staff WhatsApp group which provides a place for staff to talk and seek support.

Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home.

9. Online Safety in Schools and Hubs

Florence Melly Community Primary School will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. Measures will be put in place to ensure safe IT arrangements and Florence Melly Community Primary School will consider what the contingency arrangements are if the named IT staff become unavailable.

The [UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves](#) that any new arrangements continue to effectively safeguard children online.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face

10. Online Safety Away from Schools and Hubs

The Department for Education will provide separate guidance on providing education remotely, which will set out four key areas leaders should consider as part of any remote learning strategy. It is recommended that schools review the following recently published guidance:

- <https://coronavirus.lgfl.net/safeguarding>
- <https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc>
- <https://swgfl.org.uk/resources/safe-remote-learning/>

Where children are not physically attending a Hub/school, Florence Melly Community Primary School will consider the safety of its children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school's [Staff Code of Conduct](#). This policy includes acceptable use of technologies, staff/pupil relationships and

communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings](#) published by the Safer Recruitment Consortium - should be adhered to by all staff.

Any online learning tools or systems recommended for use by Florence Melly Community Primary School, are in line with privacy and data protection/GDPR requirements.

Our school has a comprehensive [online safety webpage](#), promoting the importance of staying safe online. This page contains a whole host of resources, guides and leaflets to help parents/carers support their child/children with online activities and/or issues.

Should you have any concerns with any online conduct, please head to our [online safety webpage](#) and access the link to Whisper, an anonymous reporting service for pupils, families and local community that allows you to send a message or text to a confidential school email account where staff experienced in responding to issues will receive it. You can also email our Designated Safeguarding Lead who will provide support as necessary: a.leach@fmp.liverpool.sch.uk.

Florence Melly Community Primary School acknowledges that some parents/carers may choose to supplement the school's online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance of only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as [Internet Matters](#), [London Grid for Learning](#), [Net Aware](#), [Parent Info](#), [Thinkuknow](#) and the [UK Safer Internet Centre](#). All links to online providers promoted on the school's website and Twitter page have been vetted by a member of the Senior Leadership Team.

11. Operation Encompass

When we receive an Operation Encompass notification relating to a pupil at our school, during the COVID-19 period, our response may be different to normal. If the subject of the notification remains in attendance at our Hub, we will follow our usual procedures. If the child is in attendance at an alternative Hub/school, we will securely share the information with the DSL for that setting. If the child is not attending any setting and is being cared for at home, we will risk assess the situation taking into consideration the history of the child and family. This information will be used in order to determine our response to each individual case. In all situations we would always aim to speak to the child.

12. Peer on Peer Abuse

Florence Melly Community Primary School 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 and of those outlined within our [Child Protection Policy](#). We 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 will be recorded using the agreed methods