

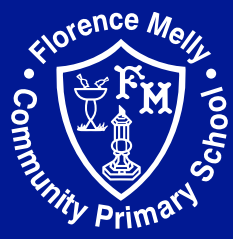
FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

IF YOU CAN DREAM IT YOU CAN DO IT!



CHILD PROTECTION COVID-19 ARRANGEMENTS





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



Child Protection Policy COVID-19 Arrangements January 2020

Florence Melly Community Primary School recognises that during the COVID-19 period and given the potential for further school closures or partial closures, this appendix and the school's safeguarding arrangements will be kept under review.

Key Contact Details for Florence Melly Community Primary School

Role	Name	Contact
Headteacher	Aaron Leach	a.leach@fmp.liverpool.sch.uk
Designated Safeguarding Lead	Kieran Baillie	k.baillie@fmp.liverpool.sch.uk
Deputy Designated Safeguarding Lead	Joseph Doyle	joseph.doyle@fmp.liverpool.sch.uk
Assistant Headteacher/Inclusion Lead	Kieran Baillie	k.baillie@fmp.liverpool.sch.uk
EHAT Lead	Marion Campbell	m.campbell@fmp.liverpool.sch.uk
SEND CO	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 Gallagher	clare.clegg@fmp.liverpool.sch.uk
Senior Leaders Trained to DSL	Aaron Leach	a.leach@fmp.liverpool.sch.uk
	Nikki Bear	n.bear@fmp.liverpool.sch.uk
	Annmarie Byott	a.byott@fmp.liverpool.sch.uk
	Julie Foley	j.foley@fmp.liverpool.sch.uk

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/coronavirus/education-and-childcare>.

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 2020](#), and in conjunction with Part 1 of the School Improvement Liverpool Schools Safeguarding Handbook which is made available to all staff and volunteers.

1. **Context**

From the 5th January 2021, schools were instructed to move to remote learning for all pupils other than those children of key workers and vulnerable children. Government guidance to support schools to plan and risk assess can be found here: <https://www.gov.uk/coronavirus/education-and-childcare>.

Our school's risk assessment will be updated and reviewed on an ongoing basis. This risk assessment can be found by clicking the following link: <https://florencemelly.org/parents/covid-19-updates/>.

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**.

All staff and volunteers should be aware of the heightened risk to all children and specifically those who are no longer attending school on a daily basis, and should ensure they are familiar with the indicators of abuse set out within the school's main Child Protection Policy, including but not limited to, the key areas of:

- ▶ Domestic abuse
- ▶ Neglect
- ▶ Sexual abuse
- ▶ Criminal and sexual exploitation
- ▶ Radicalisation

2. **Provision for Children of Key Workers and those defined by the Government as Vulnerable.**

The school's plans and risk assessments will consider how provision is made for children of key workers and those defined by the government as vulnerable.

For the government definition of vulnerable children, please click the following link:
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>.

Our safeguarding team has identified any child that we consider to be vulnerable and has developed strategies to monitor their safety, wellbeing and welfare during this time should they not utilise their place in school. 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, those unable to access remote learning and those at risk of experiencing mental health difficulties.

We have published an emergency, out of hours, contact number for our Safeguarding Team, on the school website: <https://florencemelly.org/parents/covid-19-updates/>. Between the hours of 8:00am - 5:00pm, 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 will be contacted via telephone a minimum of twice a week. These will be collated and recorded on a shared Microsoft One Drive file and monitored by the Designated Safeguarding Lead. The school will also spend a conferrable amount of time each day, interacting with the school community via social media. Class teachers will be encouraged to engage with families using both our school [Twitter](#) and Class Dojo feeds.

Florence Melly Community Primary School will continue to work with and support children's services and other agencies to help protect vulnerable children. This is especially important during the COVID-19 period.

3. Designated Safeguarding Lead

We will ensure there is always a trained DSL or deputy available on site and the school's normal procedures for contacting the DSL/deputy DSL should be followed. These procedures are found in the main body of the school's child protection policy. All safeguarding concerns should be reported **without delay** to the Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. It is recognised however that this may not be possible and where this is the case, we will consider the following options:

- ▶ A trained DSL or deputy is 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.

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.

When the school building is closed to all children, staff should follow the procedures set out in the main Child Protection Policy for contacting and reporting concerns to the DSL and/or deputy. A member of the Safeguarding Team will always be available, via email, text or telephone, in this instance. Staff can also use the school's CPOMS reporting system to make key members of the safeguarding team aware of any concerns they may have.

The DSL will ensure that the school is represented at all multi-agency meetings in an appropriate way by identifying a secure and confidential space where virtual attendance at meetings can take place, without interruption. School will ensure there is access to appropriate technology to support this.

Safeguarding supervision for the safeguarding team will continue to take place in order to review actions and decisions made, and support emotional wellbeing. We will consider how this is managed should staff be required to work remotely, or on a rotational basis, to ensure all staff are able to participate in and have access to appropriate supervision.

4. Safeguarding Procedures

Our school will continue to follow our child protection, managing allegations policies and staff code of conduct. The school will continue to follow normal [Local Safeguarding Children Partnership Procedures](#). For children who continue to attend the school site, staff responsible for those children will 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 and other key safeguarding policies. Those working on the school premises should know how to contact the on-site 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.

Where staff in school have a concern about a child, they should continue to follow the process outlined in our main Child Protection policy. This includes making a report via the agreed methods. Staff are reminded of the need to report any safeguarding concern immediately and **without delay** the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. The revised statutory guidance, Keeping Children Safe in Education (DfE 2020) emphasises the need to report **any safeguarding concerns related to a child's mental health** to the 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/

Concerns regarding the conduct of any adult working on site (**staff member, volunteer, supply staff, other third-party staff**) should continue to be dealt with in line with the school's managing allegations policy and local safeguarding children partnership procedures.

5. Attendance Monitoring

All staff should remain vigilant to poor or erratic attendance being an indicator of safeguarding concerns particularly neglect or child exploitation. School Improvement Liverpool has provided additional guidance and escalation processes for monitoring the attendance of vulnerable students

including when children suddenly stop attending and cannot be contacted. In these circumstances the school will act, without delay, to establish the welfare of a child. School staff may conduct a door step visit to a child's home without entering it, following social distancing guidance. This can provide opportunity to speak to a child and understand their needs and wishes whilst maintaining social distancing. Attendance issues will continue to be discussed during safeguarding supervision meetings.

We will continue to monitor all vulnerable children by contacting them regularly and making home visits as required, if the family do not take up the offer of a vulnerable child place or the child stops attending. The procedures for contacting these children will be coordinated by Mr Baillie, our Designated Safeguarding Lead.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will work with their social worker in order to overcome any barriers and ensure the child remains safe and well. 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 increased risk.

Shielding advice is currently in place, therefore all children identified as clinically extremely vulnerable are advised not to attend school.

6. Safer Recruitment

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.

The government introduced temporary changes to support the ID checking during lockdown: <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>.

It is assumed these temporary changes may be reintroduced. In all cases all the DfE pre-employment checks set out in Keeping Children Safe in Education will need to have been completed including ensuring all original documents have been physically seen prior to the individual commencing work.

Where schools are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education. 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that our school is aware, on any given day, which staff and volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in Keeping Children Safe in Education.

7. 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. Support can include existing provision in the school, or from specialist staff or support services. Our Mental Health and Well Being Lead, Mr Doyle, will publish frequent 'Help, Support and Advice' documents to support the whole school community. These will be published on the school website and Twitter feed. We have developed a page specifically designated to supporting the mental health and well-being of our entire school community. This can be access by clicking the following link: <https://florencemelly.org/parents/community-support/>. 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.

All staff should be able to recognise behaviours in children that might suggest they are experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken following the school's child protection policy.

The school community can also be signposted to the government's advice on supporting children and young people's mental head 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?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>.

There are also a range of resources provided by the Liverpool Learning Partnership, available here: <https://www.liverpoollearningpartnership.com/resources-to-help-during-social-distancing-and-self-isolation/> and here https://padlet.com/jholder_llp/goingbacktoschool.

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.

8. Online Safety

School staff should continue to refer to the guidance for online safety in the main child protection policy.

Where the site remains open, 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.

To support schools in delivering online remote learning, the DfE have produced safeguarding guidance for remote education, available here: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>.

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.

In the consideration of online safety the DfE have revised Annex C of Keeping Children safe in Education which now provides guidance in respect of education at home: where children are being asked to learn online at home the department has provided advice to support schools and colleges do so safely: '[Safeguarding in schools colleges and other providers](#)' and '[Safeguarding and remote education](#)'.

The school will also take account of the following guidance:

- [Teaching Online Safety in Schools](#)
- <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/>
- [SWGfL guidance for schools re-opening](#)
- [Safeguarding and remote education advice for teachers during coronavirus](#)
- [London Grid for Learning](#)
- [NSPCC- Netware guidance around Zoom and other Apps](#)
- [Advice for teachers and leaders on remote education during Covid-19](#)
- [Get help with technology for remote education during coronavirus](#)
- [SWGfL – Safeguarding and privacy online](#)
- [NSPCC: Online safety during the coronavirus](#)
- [NSPCC: Undertaking remote teaching safely](#)

Where children are not physically attending school, we will consider the safety of our 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](#) alongside with the [COVID addendum](#) to this guidance 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.

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

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: k.baillie@fmp.liverpool.sch.uk or our Remote Learning Lead: n.bear@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.

9. Operation Encompass

If a child, subject to an Operation Encompass notification, is not attending our school 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.

If we receive a notification relating to a child who does not attend our setting, we will notify: safeguarding.referrals@merseyside.police.uk.

Families at risk of Domestic Abuse can be signposted to the following resources:

- ▶ <https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>
- ▶ <https://www.womensaid.org.uk/covid-19-resource-hub/>
- ▶ <http://thehideout.org.uk/>
- ▶ <https://www.nationaldahelpline.org.uk/>
- ▶ <https://safelives.org.uk/sites/default/files/resources/Safety%20planning%20guide,%20victims%20and%20survivors,%20COVID-19.pdf>

10. 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 and appropriate referrals made.

Our school will refer to the guidance detailed below: <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>.

11. Monitoring

Florence Melly Community Primary School will develop arrangements to ensure all staff and volunteers are aware and have understood any additional safeguarding guidance set out in this addendum. This appendix and the school's safeguarding arrangements will be kept under ongoing review.