

**COVID-19**  
**Safeguarding and Child Protection at**  
**Sutton Park Primary RSA Academy**  
**Part-Closure Arrangements**

**School Name: Sutton Park Primary RSA Academy**

**Date: 01/02/21**

**Date shared with staff: 03/02/21**

## Context

On January 5<sup>th</sup> 2021 another national lockdown was imposed and parents were asked to keep their children at home, wherever possible. Schools, alternative provision, special schools, and colleges will remain open to vulnerable children and children of critical workers only. All other children and students will learn remotely until further notice from the Government.

Schools and all childcare providers have been 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. Early Years providers, including school-based nurseries are to remain open as usual.

Sutton Park Primary RSA Academy will continue to follow DfE COVID guidance.

Keeping Children Safe in Education (KCSIE) is statutory safeguarding guidance that all schools, FE colleges, sixth form colleges and designated institutions must continue to follow. Other 16 to 19 providers are required to comply with relevant safeguarding duties and to follow the guidance in keeping children safe in education by virtue of their funding agreement.

Early Years providers must continue to follow the safeguarding requirements in section three of the Early Years Foundation Stage framework.

The important safeguarding principles remain the same during the enforced partial closure:

- With regard to safeguarding, the best interests of children must always continue to come first;
- If anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
- A Designated Safeguarding Lead (DSL) or deputy DSL 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.

Sutton Park Primary RSA Academy will continue act upon any updated advice received from the 3 local safeguarding partners:

- The Local Authority
- The Clinical Commissioning Groups
- The Chief Officer of Police

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Angela Crawley	07870 700649	<a href="mailto:head@suttonpark.worcs.sch.uk">head@suttonpark.worcs.sch.uk</a>
Deputy Designated Safeguarding Leads	Lorna Weatherby	07809 694365	<a href="mailto:deputy@suttonpark.worcs.sch.uk">deputy@suttonpark.worcs.sch.uk</a>
	Bev Morris	07712 150062	<a href="mailto:bmorris@suttonpark.worcs.sch.uk">bmorris@suttonpark.worcs.sch.uk</a>
Head teacher	Angela Crawley	07870 700649	<a href="mailto:head@suttonpark.worcs.sch.uk">head@suttonpark.worcs.sch.uk</a>
Trust Safeguarding Lead	Scott Crane	N/A	Scrane@arrowvaleacademy.co.uk

## Local Authority Contact

Role	Name	Contact number/email
Worcestershire Children First	Family Front Door	01905 822666
Worcestershire Children First	Emergency Duty Team	01905 768020
Warwickshire Local Authority	Warwickshire Virtual School	01926 742018
Birmingham Local Authority	Birmingham Virtual School	0121 464 6599
Coventry Local Authority	Coventry Virtual School	02476 975535
Public Health – Covid 19 Queries	Worcestershire County Council Public Health Team	01905 845491 <a href="mailto:WCHealthprotection@worcestershire.gov.uk">WCHealthprotection@worcestershire.gov.uk</a>
Public Health – for suspected cases	Test and Trace	<a href="https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation">https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation</a>
Public Health – confirmed cases	Local outbreak Response Team (LORT)	01905 845491 <a href="mailto:WCHealthprotection@worcestershire.gov.uk">WCHealthprotection@worcestershire.gov.uk</a> Please add to the subject line “[school name] - positive case confirmed”
Police	West Mercia	<b>In an emergency dial 999</b>

## Version control and dissemination

This is version 3.0 of this addendum. It will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL on a fortnightly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here <https://www.suttonparkrsa.co.uk/>.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

## Current school position

Sutton Park Primary RSA Academy is open to children of critical workers and those who are vulnerable. The children are in small 'bubbles' (maximum 12) and taught by their usual class teacher where possible. Children who are not attending onsite are taught remotely through Seesaw by their class teacher. As per Government guidelines Little Sparks Nursery is open to all children for their 'normal' hours and staffed accordingly.

## 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.

All children and young people with EHCPs should be able to attend in school provision during the lockdown however parent / carers may choose for their child to remain at home during this period in which case they should receive remote learning. Risk assessments should be updated for children and young people with EHCPs whose parent carers do not choose to take up an onsite school place during the current lockdown. Schools should contact SEND casework if they have any concerns about making the provision outlined in a child's EHCP through the provision of remote learning. 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 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, or the child attending alternative provision. 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.

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.

Vulnerable children and young people 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:
- are on the edge of receiving support from children's social care services or in the process of being referred to children's services
- are adopted children or children on a special guardianship order
- are at risk of becoming NEET ('not in employment, education or training')
- are living in temporary accommodation
- are young carers
- may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- are care leavers
- at the provider and local authority's discretion (are deemed vulnerable) including pupils and students who need to attend to receive support or manage risks to their mental health.
- In Worcestershire, children who attend a mainstream language unit (MLU).

Sutton Park Primary RSA Academy 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 person for this is the head teacher.

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. 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 will explore the reasons for this directly with the parent. Sutton Park Primary RSA Academy will work in consultation with the social worker.

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

Sutton Park Primary RSA Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

The School will inform the social worker if a child they are responsible for is sent home to self-isolate, either through the child having a confirmed case of COVID or is in a school bubble, that has had to collapse due to a positive case.

### **Critical Workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. Children with at least one parent or carer who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

### **Attendance monitoring**

The attendance of children in school is recorded daily with any unexplained absence followed up in the first instance by the deputy head teacher.

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Sutton Park Primary RSA Academy has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Sutton Park Primary RSA Academy and social workers will agree with parents/carers whether children in need should be attending school –Sutton Park Primary RSA Academy will then follow up on any pupil that they were expecting to attend, who does not. The 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.

To support the above, Sutton Park Primary RSA Academy 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, Sutton Park Primary RSA Academy will notify their social worker.

### **Designated Safeguarding Leads**

Sutton Park Primary RSA Academy has a Designated Safeguarding Lead (DSL) and 2 Deputy DSL's.

The Designated Safeguarding Lead is: Angela Crawley

The Deputy Designated Safeguarding Leads are: Lorna Weatherby and Bev Morris.

If necessary, through staff absence, the School will seek advice from trained DSLs (or deputies) within the Central RSA Academies Trust.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all Sutton Park Primary RSA Academy staff and volunteers have access to a trained DSL (or deputy). The staff on site will be made aware of who that person is and how to contact them.

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

### **Reporting a concern**

Where staff have a concern about a child (including those who are not attending school), they should continue to follow the process outlined in the school Safeguarding Policy, this includes recording the incident on CPOMS. Staff reporting a concern should have due regard to confidentiality when working from home and ensure that no other person in their household has access to any safeguarding information.

Staff are reminded of the need to report any concern immediately and without delay.

**If the concern is of an urgent nature, then a phone call must be made to one of the Safeguarding Team using one of the mobile phone numbers included in this addendum. If one of the team cannot be reached for advice and you are concerned that a young person is at immediate risk of significant harm then the Police should be called by dialling 999.**

Where staff are concerned about an adult working with children in the school, they should report the concern to the Head teacher. 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 teacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Katherine Maynereid (as per the Whistleblowing policy). All concerns must be reported to the Local Area Designated Officer (LADO).

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

In person, DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus, however virtually training can still be accessed. Although, 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 Sutton Park Primary RSA Academy, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual.

For movement within the Trust, schools should seek assurance from the Central RSA Academies Trust HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given access to 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, Sutton Park Primary RSA Academy 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) (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 Sutton Park Primary RSA Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Sutton Park Primary RSA Academy 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 179 of KCSIE.

Sutton Park Primary RSA Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct advice' for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Sutton Park Primary RSA Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

### **Online safety in schools and colleges**

Sutton Park Primary RSA Academy will continue to provide a safe environment, including online for children attending school, this includes the use of an online filtering system. For those that are working from home, online safety guidance has been sent to all parents/carers to help them to keep their children safe from home on personal devices.

### **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 Safeguarding and 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 Central RSA Academy Trust code of conduct.

Sutton Park Primary RSA Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some of the actions taken to minimise risk for virtual learning.:

- teachers to have email contact with pupils via parental email addresses
- parents/pupils to have contact with teachers through a specifically designed email system.
- Learning is shared through the Seesaw platform.
- Staff use withheld numbers when completing welfare calls.
- All comments by staff and pupils can only be deleted by the IT Support Team. This enables a clear log and record of all conversations.
- Language must be professional and appropriate and guidance has been given.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

This is not an exhaustive list but does highlight the due diligence taken by Sutton Park Primary RSA Academy to minimise risk.

## **Supporting children not in school**

Sutton Park Primary RSA Academy is committed to ensuring the safety and wellbeing of all its children and young people.

All families will receive weekly welfare calls from a member of staff. These phone calls are logged via email which is sent to the child's class teacher, the deputy head teacher and the head teacher. If concerns are raised then the head or deputy head teacher will act on those concerns on the same day. Analysis of contact is collated weekly and any family who has evaded contact for a week will be contacted by a member of SLT via a home visit.

Sutton Park Primary RSA Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communications.

The school will share safeguarding messages on its website, in emails and letters to parents and social media pages.

Sutton Park Primary RSA Academy 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 Sutton Park Primary RSA Academy need to be aware of this in setting expectations of pupils' work when they are at home.

## **Supporting children in school**

Sutton Park Primary RSA Academy is committed to ensuring the safety and wellbeing of all its pupils. The School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Sutton Park Primary RSA Academy 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.

The 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.

Where Sutton Park Primary RSA Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust and Local Authority.

## **New children at the school**

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that 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 VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen 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 SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff needs to know the information.

### **Peer on Peer Abuse**

Sutton Park Primary RSA Academy 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 and of those outlined within of the Child Protection Policy.

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

Concerns and actions must be recorded on CPOMs and appropriate referrals made.

### **Support from the Multi-Academy Trust**

The Central RSA Academies Trust Safeguarding Lead (Scott Crane) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. A list of DSL's from all Trust schools will be made available with contact details so support conversations can take place utilising the expertise/experience of the wider network in challenging circumstances.