



CROUGHTON ALL SAINTS CE PRIMARY SCHOOL

# **Safeguarding Overview for Full Return to School March 2021**

NCC Safeguarding in Education Service

1 March 2021

## Introduction:

This document has been collated from a range of sources to assist Education settings in reviewing the safeguarding arrangements we have put in place for the full school return from 8 March 2021. It aims to help the school ensure that the arrangements in place adheres to the statutory guidance, Keeping Children Safe in Education 2020.

For further information about full school opening, please see DfE [‘Schools coronavirus \(COVID-19\) operational guidance’](#) (February 2021).

Name of School	Croughton All Saints CE Primary School
Name of Headteacher	Helen Goulder
Name of Designated Safeguarding Lead	Helen Goulder
Name of Deputy Designated Safeguarding Leads	Kaye Hunter
Date completed	04/03/2021

CONTENTS	Page
Designated Safeguarding Lead (and deputies) responsibilities	3
Online Safety policies and procedures in place in line with KCSIE 2020, including annex	5
Meeting the needs of individual children	5
General safety	7
Annex A -Vulnerable pupils	9
Annex B - Attendance Process	9
Annex C – MASH Timescales and responding to requests for information	10
Annex D - CAMHS Northamptonshire Service	11

Requirement - Designated Safeguarding Lead (and deputies) responsibilities	Yes/No	Resources
Schools should withdraw the addendum used for partial closure and ensure that it has been removed from the school website.	YES	Withdrawn on 5.3.21
Schools should consider if they need to update their main safeguarding policy to reflect any changes. Changes can be added as an appendix if necessary. An <b>Example Appendix</b> has been provided by NCC as a model for schools to adapt for their own arrangements.	YES	Addendum amended using the example Appendix from NCC
All staff have been informed about (and where necessary received training on) any changes to the safeguarding policy.	YES	All staff informed of new requirements
A trained Designated Safeguarding Lead is available at times, generally in person, and is responsible for the functions outlined in Annex B of KCSIE 2020. If, in exceptional circumstances, the DSL is not available in person their availability via phone and or Skype or other such media is clearly communicated to all staff and volunteers. <a href="#">Keeping Children Safe In Education (Update January 2021)</a>	YES	After a review, our existing cover arrangements for local lockdown or Covid absence remain the same from March 8th.
The DSLs are provided with more time, especially in the first few weeks of students returning, to help them provide support to staff and children regarding any new safeguarding and welfare concerns.	YES	Office clerical assistant hours changed to afternoons so DSL (Headteacher) and DDSL (SBM) can deal with concerns and support staff and pupils.
The DSLs have received appropriate DSL training within the past two years.	YES	School use National Online Safety for up to date Safeguarding refresher CPD. Certificates record attendance.

<p>The DSLs have ensured their own knowledge has been updated with any changes to local Northamptonshire Safeguarding Children Partnership's (<a href="#">NSCP</a>) processes and procedures.</p>	<p>YES</p>	<p>DSL accesses NSCP website for support with:</p> <ul style="list-style-type: none"> <li>• CSE</li> <li>• Signs of Safety</li> <li>• E-Newsletters</li> <li>• Referrals</li> <li>• Training</li> <li>• Safeguarding Themes</li> <li>• Section 11 Audits</li> <li>• Toolkits &amp; Documents</li> <li>• Procedures Manual</li> </ul>
<p>The DSLs familiarise themselves with <a href="#">NPCC - When to call the police guidance</a> to help them understand when they should consider calling the police and what to expect when they do.</p>	<p>YES</p>	<p><a href="#">NPCC - When to call the police guidance</a> Document read and shared with DDSL.</p>
<p>The DSLs have an up to date overview of all Child Protection, Child in Need and Child in Care pupils when they are both in school and at home (if remote learning is applicable), including current multiagency work being undertaken with the families.</p>	<p>YES</p>	<p>DSL is Headteacher and SENDCo and is responsible for CP, CIN, CIC and multiagency work.</p>
<p>The DSLs have an overview of all children known to Early Help when they are both in school and at home (if remote learning is applicable), including the current services and work being undertaken with them.</p>	<p>YES</p>	<p>All up to date information known by DSL.</p>
<p>The DSLs help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and leadership staff.</p>	<p>YES</p>	<p>When a staff member completes a Cause for Concern green form, any relevant action is</p>

		shared with the staff member who completed the form, witnesses and other key staff on a need to know basis. All staff have received Safeguarding training and understand the importance of confidentiality regarding child welfare issues.
The DSLs have up to date contact details for all pupils, both those subject to plans and others, including any multi-agency contacts.	YES	All key details available to DSL and DDSL.
Attendance monitoring processes are in place and a system to notify relevant professionals. The process has clearly been conveyed to staff and parents/guardians.	YES	Attendance monitoring procedures in place. Policy and information is on school website. <b>See Annex B</b>
The DSLs are able to respond to MASH enquiries within time scales with detailed information to support in addressing urgent concerns of risk of harm to children.	YES	<b>See Annex C</b>
The DSLs have appropriate conversations with any parents who have decided to electively home educate their child and strongly encourage the children to return to school. The local authority is notified promptly of any new EHE.	When relevant	<a href="#">Notify us of a child being home educated</a>
All new starters (staff) who have been in post since January have had safeguarding induction training and an on-site follow up if this was delivered remotely.	YES	New teacher received safeguarding induction training using National Online Safety CPD.

Requirement - Online Safety policies and procedures in place in line with KCSIE 2020	Yes/No	Resources
Ensure on site school provided devices and resources (e.g. tablets, laptops, printers, interactive whiteboards, IT Suites etc.) are used safely and securely, and in line with health and safety and social distancing requirements.	YES	Acceptable use Policy reviewed and amended in line with Remote Learning Policy and shared with all stakeholders.
Ensure appropriate filtering and monitoring policies and systems are operational on-site in line with 'Keeping Children Safe in Education' requirements.	YES	Filters and monitoring policies in place.
Staff and Learners should be reminded of existing procedures and online behaviour expectations.	YES	Online Safety lesson planning from NOS to be implemented from March 8 <sup>th</sup>
Where children are being asked to learn online at home, such as a need to self-isolate, a local lockdown, or they are complying with clinical and/or public health advice, schools should ensure they will access remote learning safely.	YES	<a href="#"><u>DfE Safeguarding and remote education guidance.</u></a>
Staff should be reminded of safer working practice guidelines for working both online and on-site.	YES	Policy outlines good working practices for working online and on-site and has been read and agreed by all staff.

Requirement- Meeting the needs of individual children	Yes/No	Resources
Information related to any changes since the child was last in school is gathered, including those related to Covid-19. Staff are updated as appropriate on issues affecting individual pupils and any patterns of concern for all pupils.	YES	Existing procedures in place. Pupil information is updated as required and is a standing item on weekly staff meeting agenda.
Children with medical issues are identified by the school and a copy of up to date care/medical plan is in place which is agreed and signed by parents, including the safe use of medication on site.	YES	All relevant medical paperwork in place.
Mechanisms are in place to discuss with the relevant health colleagues, if appropriate, for those pupils who are/are not required to shield and/or who generally remain under the care of a specialist health professional.	YES	All relevant information shared with specialist health professionals.
The school have a clear understanding and oversight of the mechanisms in place to identify and support any children who are living with Domestic Abuse and are familiar with the process to follow if a <b>Domestic Abuse Notification</b> is received, including contacting any current professionals involved at the earliest opportunity.	YES	All notifications responded to as required.
It is made clear to all staff and volunteers that both mental and physical health are relevant to safeguarding and the welfare of children.	YES	<a href="#">Psychological First Aid Training - February 2021</a>  <a href="#">Registration for mentally healthy schools newsletter</a>  <b>See Annex D: CAMHS Northamptonshire Service</b>

The school have resources and training in place to respond to both the immediate and longer term emotional and wellbeing needs of children, young people and staff which includes accessing and keeping abreast of any changes to local or national resources and guidance.	YES	All staff received training in Jan 2021 on emotional well-being and mental health from Gallery Trust Banbury. Additional webinar training offered for all staff.
All children are able to identify a trusted adult within the school with whom they can communicate any concerns.	YES	PSHE lessons.
There are plenty of naturally occurring places where children/young people can get safeguarding information without asking e.g. Who to call? Where to go? All safeguarding posters are in place and have the latest information and resources listed.	YES	Posters for Child Line around school.
Behaviour policy is reflective of this period of uncertainty and temporarily updated if required. Change, excitement and stress are likely to lead to increased incidents and the school will need to respond sensitively and safely, taking the current situation into account. Any changes to policy have been communicated to staff, students and parents.	YES	Staff discussion about return to school. 'The Croughton Way' to be revisited. <a href="#">NSPCC- The Impact of the coronavirus on child welfare: schools</a>
Uniform: <ul style="list-style-type: none"> <li>• Take a mindful and considerate approach may help parents who have difficulty obtaining uniform items or are experiencing financial pressures.</li> <li>• Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.</li> </ul>	YES	Communicated via letter to parents on Friday 26 <sup>th</sup> Feb 2021.

Requirement- General safety	Yes/No	Resources
Schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity.	YES	Risk assessment updated.

Mechanisms are in place to engage with the NHS Test and Trace process and clearly communicated to all staff, volunteers and parents/carers.	YES	Details shared with parents, staff and volunteers.
Guidance has been read and implemented as appropriate to support lateral flow testing. Consent has been sought by the appropriate person prior to testing. Risk assessments are updated to understand which pupils are unlikely to be able to self-swab and are likely to require additional support or reasonable adjustments.	YES	Kits distributed and used twice weekly. <a href="#">Rapid asymptomatic testing in specialist settings</a>
A plan is in place between education provisions to ensure that any student who is dual registered or attends an offsite provision is regularly tested (where relevant).	N/A	
Mechanisms are in place to manage confirmed cases of coronavirus (COVID-19) amongst the school community.	YES	Procedures shared with all stakeholders.
PPE equipment is available.	YES	Regularly restocked.
ID checks are in place for visitors.	YES	
Safeguarding and health and safety processes are explained to visitors to the school, paying particular attention to any changes in process since March 2020 eg signing in at the front desk.	YES	Updated leaflet offered to visitors on arrival.
All staff and children are reminded of their roles and responsibilities should emergency procedures need to be initiated, including fire and lockdown.	YES	Included in Risk Assessment. Fire plan shared with all staff.
A safeguarding site walk has been conducted to check for site security and safety following the period of partial closure.	YES	Carried out Friday afternoon March 5 <sup>th</sup> .
Socially distanced fire drill procedures are in place and a fire drill has been scheduled during the first few weeks following full opening.	YES	Fire drill date in the diary for first two weeks.

Date last updated:

By whom:

Head (signature) ..... Date:

DSL (signature) ..... Date:

CoG (signature) ..... Date:

## Annex A - Vulnerable pupils

Designated Safeguarding Leads and pastoral staff should:

- Liaise with multiagency colleagues to identify how best to meet the needs of pupils who are particularly vulnerable.
- Consider how best to integrate the children who have attended school for some or most of the lockdown period with the return of all pupils, whilst maintaining the confidentiality of the vulnerable pupils.
- Ensure all contact details of multiagency colleagues are up to date and accurate.
- Ensure DSL trained staff are available to attend and contribute to multiagency meetings.

### Safeguarding Records

DSLs will need to review any concerns about vulnerable children during lockdown period and ensure that safeguarding records are updated to hold the most up to date information, including any multi-agency and emergency contacts. A chronology of events should also be present in every file.

## Annex B – Attendance Process

Ensure you have robust arrangements for tracking where children are expected to be. These systems should respond promptly if a child is not present at school when expected, or contact cannot be established with a family. Revise your attendance and [child missing education](#) procedures accordingly.

- Advise the SENDCo if a child with an EHCP/SEND is not attending.
- Advise social worker if a vulnerable child, child in need or subject to child protection plan has not attended.
- Advise the Virtual Head if a Looked After Child is not attending.
- Consider the additional needs of any child who is not attending. Are they a young carer? Are there mental health issues arising? Are there other issues for the child or the family? What support should you put in place?

Referrals to the MASH will be RAG rated by the Initial triage team to determine the priority timescale for how these will be responded to.

The MASH rag rating framework also establishes the way in which:

MASH partners prioritise their work in response to incoming referrals. Subsequently, once MASH partners have researched and shared their agency information and intelligence, the decision maker reviews the initial rag rating and revises it if necessary, to help make the final determination and next steps for transferring information to the children’s social care or early help services so that follow up action can be taken.

The MASH rag rating framework is set out below:

**RED: Level 4 - CHILDREN IN NEED OF PROTECTION AND CARE**

- Complex or Acute Risk/Harm. Clear injury or harm to a child identified that warrants action today.
- Relevant teams are informed immediately
- MASH Information sharing and outcome to be provided **within 4 hours**
- Agency action is taken by social care with police or social care and or specialist services

**AMBER: Level 3 - CHILDREN IN NEED OF SUPPORT**

- High or Complex Risk
- Relevant teams are informed as soon as possible
- A MASH outcome to be provided **within 1 working day**
- Agency action is taken by Social Care, police and or Specialist Services

**GREEN: Level 2 - EARLY HELP/REQUIRES FURTHER SOCIAL CARE INTERVENTION FROM PREVIOUS TEAM (12 WEEK RULE)**

- Low to Vulnerable Risk
- Relevant teams are informed as soon as possible
- A MASH outcome to be provided **within 24 hours**

Agency action is taken by social care/early help/universal Services

### Questions DSLs/schools may be asked about the young person

An Officer from within Pupil Services is always available to follow up on MASH enquiries. When contacting a school to assist with a MASH enquiry, we will normally ask to speak with the person responsible for Safeguarding. The referral will normally make clear the nature of concern, whether consent has been given for the checks or this has been overridden, and any particular aspect/s we are keen to have more information on. You will normally be asked for the following information:

1. What is the child's current attendance?
2. If there is absence, has this been authorised or unauthorised? Reasons?
3. Is the child regularly late to school?
4. Has statutory action been taken for unauthorised absence?
5. Are there any concerns about the child's behaviour? In class? Around the school?
6. Are there any concerns around the child's appearance and/or emotional well-being?
7. Is the child currently performing below, in line with or above expected (age appropriate) progress?
8. Are there any concerns around the effort they put into their school work?
9. Does the child have any other successes/achievements?
10. Is the child receiving any additional support from the school and/or outside agencies for anything?
11. Are the parents/carers supportive and engaged with the school? Are there any particular causes for concern?
12. Are you aware of any health conditions?
13. Any other issues?

### **Annex D – CAMHS Northamptonshire Service**

CAMHS Northamptonshire service specifically to offer support surrounding all Covid-19 concerns that are present/reported in school. The Covid-19 School Support is offered initially via email by emailing [camhsconnectschools@nhft.nhs.uk](mailto:camhsconnectschools@nhft.nhs.uk) and our team of CAMHS Connect Clinicians can offer support and signposting. This service is exclusively for schools only to contact.

As well as the CAMHS Connect Schools offer, all professionals, parents and young people (aged 13+ for CAMHS Live) can still make use of our CAMHS Consultation Line by calling 0800 170 7055 and selecting Option1, then Option 1. Our CAMHS Live chat service can also be accessed by visiting [www.nhft.nhs.uk/CAMHSLive](http://www.nhft.nhs.uk/CAMHSLive). These services are available on weekdays between 9am and 9pm.

Professionals can also make use of our CAMHS Consultation Clinics, a 1:1 in-depth session to discuss a young person and receive signposting and support, by sending queries/meeting requests to [CAMHSConnectTrainingandConsultation@nhft.nhs.uk](mailto:CAMHSConnectTrainingandConsultation@nhft.nhs.uk)