

**COVID-19 Addendum
Safeguarding and Child Protection
Burlington Infant School Staff**



March 2020

For the immediate attention of all staff and Governors

Context

From 20th March 2020, parents and carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were 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.

The following COVID guidance was issued on 27/03/20:

'Schools and colleges should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.'

'It is important schools and colleges (led by a Designated Safeguarding Lead or Deputy, wherever possible) review and revise their child protection policy and keep it under review as circumstances continue to evolve. In some cases, a COVID-19 annex/addendum that summaries any key COVID-19 related changes might be more effective than re-writing and re-issuing the whole policy'

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers DfE 27/03/20

In response to this COVID guidance, the specific contingency plans and awareness raising measures are outlined in this Addendum to our existing Burlington Infant School Child Protection and Safeguarding Policy. As such these contingency arrangements are obligatory and must be followed by all staff. We all have a shared responsibility for Child Protection and Safeguarding.

Whilst the Child Protection & Safeguarding arrangements and responsibilities outlined in the school strategic policy remain in place, in the current context specific and vital additional strategies are required to be implemented to ensure continuity of support for vulnerable children and others attending school at this time.

We will endeavour to do all that we can to continue to provide a safe and caring environment for all children and staff attending school and support children not attending as much as practicably possible.

We recognise that some of the children attending school are our most vulnerable who may be at even greater risk or stress at this time due to family problems or mental health concerns or other issues.

Staff are aware of the possibility of the effect of the current situation on the mental health of children and young people and are to ensure that such concerns about children attending school and any indications gathered remotely online, or by other disclosures about other children or families, are recorded and brought to the attention of the Designated Safeguarding Lead / Deputy Safeguarding Lead so that early help may be sought.

The leadership team and Governors also are aware and sensitive to the pressures that staff, including themselves, are under at this time and recognise that they require support in order to be able to support the children they care for at school. This is particularly the case for staff such as Designated Safeguarding Lead, SENDCO and Designated LAC teacher who have such an important role to play in supporting vulnerable children.

Health & Safety Aspects

We will follow the guidance issued by the Local Authority Health & Safety adviser '**SAFE WORKING METHOD**' to help maintain a safe environment for staff and children. See Appendix A.

Designated Safeguarding Lead & Vulnerable Children

We will ensure that the Designated Safeguarding Lead or Deputy Safeguarding Lead are contactable by phone if one or other is not on site during the school day and for 60 minutes at the end of the day so that staff in school are able to seek advice if not able to during session time.

If the Designated Safeguarding Lead or Deputy Safeguarding Lead are not in school, a senior member of Staff or experienced member of the Pastoral Team will be identified as the lead on dealing with Child Protection issues if they arise and will liaise with the DSLs.

Staff in school are reminded that in cases where a child has suffered, or may be at risk of, immediate harm that contact is made immediately to the Designated Safeguarding Lead or Deputy Safeguarding Lead, in line with existing procedures. Staffing levels will be sufficient to enable this to be done and not risk compromising current social distancing arrangements and safe supervision of pupils.

Staff will be made aware of, and have available, the contact arrangements to update or seek advice in the cases of urgent and immediate concerns if the Designated Safeguarding Lead or Deputy Safeguarding Lead cannot be contacted from:

- The attached Social Worker or YFS worker where the child has one
- The Early Help & Safeguarding Hub if it is a new concern
- EHaSH out of hours if either above case is an emergency

Staff will therefore have access, via CPOMS, to a list of children attending open to Social Care and their current Social Worker and have contact phone numbers for the attached worker's office and email address.

All Staff also have access to the current Safeguarding Contact list containing the contact details for the Designated Safeguarding Lead or Deputy Safeguarding Lead, LADO, Safeguarding Governor and Chair of Governors & EHaSH. See Appendix B.

Child Protection & Safeguarding concerns will continue to be recorded by staff using CPOMS. If the concern is of a child at risk of, or who has suffered harm, this recording will be in addition to rather than instead of a direct contact to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

If it is felt that the concerns are at a level of Early Help and Support, rather than Child Protection or concerns about COVID 19, advice will be sought by the Designated Safeguarding Lead or Deputy Safeguarding Lead or other pastoral support staff via the current emergency Early Help arrangements by contacting the FISH team on;

fish@eastriding.gov.uk

Vulnerable Children - Operation Encompass - Domestic Abuse

We will continue to liaise with and update allocated Social Workers or Youth and Family Support workers and other lead professionals who are involved with all children attending school.

We expect that children with a Social Worker and / or EHCP will attend, unless in consultation with the child's Social Worker and family it is agreed this is not in the best interests of the child.

We will ensure that contact details for all children eligible to attend are up to date and adequate.

We are aware that in this period, vulnerable families may be under increased risk of domestic abuse or stress. Operation Encompass notifications continue to be emailed to the 2 designated members of staff. Arrangements are in place using CPOMS to ensure that staff members in school are made aware of any such notifications relating to children attending school so that the child can be supported in the normal way following such notifications.

Notifications involving children not attending school will be received and the Designated Safeguarding Leads will ensure that these are recorded on CPOMS.

Staff are reminded of the need to be alert at this time to indicators or disclosures of domestic abuse which may not be notified to the police. If there are concerns that domestic abuse or related matters may develop in particular families of children attending school, this must be recorded and brought to the attention of the Designated Safeguarding Lead or Deputy Safeguarding Lead who may seek Early Help support or intervention.

Vulnerable children not attending

We will make regular 'check in' calls to families who are eligible to attend who are not doing so and to any others that we feel are 'on the edge of social care' involvement, who have an Operation Encompass alert or any families where there are other such concerns. We will record these calls on CPOMS and make CP or Early Help referrals if appropriate

Peer on Peer Abuse

If there are incidents or allegations of peer on peer bullying, harassment or abuse (including online) we will follow the school procedures in investigating and dealing with them. If appropriate this may involve referrals to other agencies. Parents / Carers will be notified by phone or email or other virtual methods if possible. We would consider appropriate sanctions in the light of the current situation.

Attendance

We will carry out first day absence calls to children expected to attend unless the parents/ carers or Social workers have indicated that they will not be attending. In either case we will notify Social Workers or Youth & Family Support Workers if the child does not attend.

For any vulnerable children not attending full time we will attempt to contact parents and carers to check on how the children are and remind them that the school is open for their child.

We will use the DfE daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows us to provide accurate, up-to-date data to the department on the number of children taking up places. The form is emailed to the LA each day at; cfsinfo@eastriding.gov.uk in-box

Staff training, induction and safer recruitment

If we need to appoint new staff during before normal school arrangements are in place we will follow the usual safer recruitment procedures as outlined in Keeping Children Safe in Education Part 3.

The only exception will be that we would follow the specially revised guidance on standard and enhanced DBS ID checking which is now in place.

Any new staff appointed before the emergency arrangements or since will receive appropriate induction training to cover the usual and updated current safeguarding arrangements before starting work with children.

If members of staff are required to transfer as part of the current arrangements to another setting we will follow the advice in **DfE Guidance 27/03/20'**

If a member of staff or other professional is deployed to work at this school we will ensure that an appropriate induction is delivered and that the safeguarding arrangements are clearly explained and appropriate policies are provided

Volunteers

We will not be using volunteers during the present arrangements. This policy will be reviewed at the appropriate time.

Online safety in schools and colleges

We will continue to provide a safe environment, including online. This includes the use of online filtering and blocking of inappropriate material and interactions and constant monitoring by staff of children's online activity.

Children and online safety away from school and college

All staff who interact with children, including online will continue to look out for signs a child may be at risk. Any such concerns should be dealt with following the Child Protection procedures as above and where appropriate referrals will be made to Children's Social care.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Safe & Appropriate Working & Allegations

All new staff and existing staff are reminded that although the school is in an exceptional situation, the requirement to follow the School Code of Conduct has not changed. Whilst interactions with children may be different, appropriate and professional boundaries will and must be maintained at all times. This includes any contact with pupils not at school online or by email as part of agreed remote teaching and learning activities.

If a member of staff has concerns about the safe and appropriate behaviour or practice of a colleague they will contact the Head or other senior member of staff to discuss these matters. If the concern is about the Head, the Chair of Governors, another SLT member or the Local Authority Designated Officer should be contacted.

In the same way if there are concerns by a member of staff that other Child Protection or Safeguarding concerns, including those relating to the current C19 special safety arrangements, the above procedure must be followed in line with the school Safeguarding whistle blowing procedures.

Guidance and advice

We will continue to ensure that updated advice and guidance from the East Riding Safeguarding Children Partnership, the Local Authority or Trust, the LADO and the Government departments are acted upon as appropriate to our school context.

Advice to parents

We will maintain communication with parents and ensure that they are signposted, via the school website, to the following sources of advice particularly in respect of online safety at this time of increased use to support learning and social interaction.

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Review of Addendum:

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, East Riding Local Authority or other advice and updates.

Appendix A

 EAST RIDING OF YORKSHIRE COUNCIL		Risk Assessment Number					
Operation Task and Location:	Coronavirus (COVID-19) - School Staff						
Date of Assessment	March 2020	People at Risk	<table border="1"> <tr> <td>Employees & visitors</td> <td></td> </tr> <tr> <td>Public</td> <td></td> </tr> </table>	Employees & visitors		Public	
Employees & visitors							
Public							
Premises: All Schools	Assessor(s) Lauren Newham (ERYC Safety Officer)						

SAFE WORKING METHOD

Details of how the task will be carried out:

REDUCING TRANSMISSION

- Hand washing must be done more frequently than usual – wherever possible use warm water and hand soap in line with government guidance. If this is not practical, hand sanitiser should be used instead.
- Tissues must be available at all times and must be used to cover mouths and noses when coughing or sneezing wherever possible. If no tissue is available sleeves should be used. Tissues must be immediately disposed of, and in any case hands must be washed or hand sanitiser used after coughing or sneezing. Ensure that staff and children are regularly reminded of this.
- Maintain social distancing as far as practicable – wherever possible spread children across a number of classrooms, use video conferencing or telephone communications for staff meetings – email key issues rather than discussing face to face.
- Stagger class change times to avoid larger groups moving around the school at the same time – stagger lunch and break times if at all possible.
- Wherever possible utilise IT packages for learning activities.
- Supervision must be appropriate to the age and behaviour of the children. Ensure your rota allows this to be maintained at all times.
- Verbal de-escalation is always the preferred option when managing challenging behaviour. Physical measures must be avoided wherever possible. Secure a child in a safe room until their behaviour becomes manageable.
- If you are required to be in proximity to children (for example to address medical needs, toileting or offer reassurance) ensure that robust hygiene measures are taken immediately after contact. Normal guidance relating to infection control for administering medication or managing medical conditions still apply.
- Clean and disinfect regularly touched objects and surfaces using regular cleaning products to reduce the risk of transmission and using disposable cloths or paper roll if possible. Disposable gloves and a disposable apron must be worn when cleaning. Once the task has been completed personal protective equipment must be double bagged, disposed of and hands must be washed thoroughly.

- Ensure all staff are aware of the location of cleaning substances and equipment, and the safety data sheet for the substance must be accessible in the event that first aid treatment is required or a spillage occurs.
- Visitors must be discouraged from accessing the school wherever possible. Deliveries should be encouraged to be delivered externally. Disposable gloves must be used when handling items. Ensure wheeled aids, such as trolleys are used wherever possible where required. Hands must be thoroughly washed before and after completing handling of objects.
- Discourage parents from gathering at school gates wherever possible
- In the event that the school receives a report of an individual displaying symptoms of Covid-19 government guidance must be followed:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

ACCIDENT, INCIDENT AND NEAR MISS REPORTING

- Ensure that any accidents, incidents and near misses are reported immediately through the council's incident reporting procedures. This is more crucial than ever so we can respond to trends and investigate as required. Schools must use the following link to report accidents and incidents:

https://east-riding-self.achieveservice.com/service/Incident_Report

Emergency arrangements:

FIRST AID

Review first aid needs and implement the following:

1. Use existing staff to provide first aid (paediatric and emergency first aid) or;
2. Wherever possible, seek to work with neighbouring schools to facilitate first aid assistance for non-emergency treatment; or
3. Encourage all staff to download a first aid app on their mobile phone:

<https://www.nhs.uk/apps-library/category/first-aid/>

The emergency services must not be used for minor injuries wherever possible.

Ensure infection control measures are stringently applied by all staff administering first aid. Hands must be washed following treatment and any personal protective equipment, tissues, or dressings used must be disposed of by double bagging and placed in the normal waste stream where clinical waste facilities are not available.

Records of all first aid treatment administered must be made. All staff must therefore be aware of the location of accident books.

EMERGENCY ARRANGEMENTS (FIRE, BOMB, OTHER CRITICAL INCIDENT)

Emergency evacuation arrangements must be in place and all staff must be aware of them.

A nominated person on site must lead emergency evacuations. This may change on a daily basis – ensure your rota includes a nominated decision maker and coordinator.

Where a Personal Emergency Evacuation Plan (PEEP) is in place, ensure all relevant staff are provided with the information. This will also extend to staff who have been relocated to your school.

Personal Protective Equipment required:

Access to warm water and hand soap
Hand sanitiser wherever possible
Disposable gloves for cleaning and managing medical conditions
Disposable aprons for cleaning and managing medical conditions.

Training Requirements

All staff must be made aware of the hazards associated with COVID-19 and the Government's guidance on how to prevent transmission.

All staff must be made aware of procedures for managing medical conditions and behaviour. This will include sharing of individual risk assessments for staff and children with as many individuals as necessary.

Additional Risk Assessments relevant to this work operation/task (COSHH, moving & handling, lone working etc.)

Infection Control
Storage and Administration of Medication
Individual Risk Assessments

PLEASE NOTE THIS LIST IS NOT EXHAUSTIVE CONSIDER OTHER ASSESSMENTS THAT MAY BE RELATED

RISK ASSESSMENT

<i>Significant identified hazards</i>	Control measures required to reduce level of risk to acceptable level.
<p>Transmission of COVID-19 virus through respiratory system</p>	<p>Government guidance followed in relation to self- isolation for staff identified as vulnerable.</p> <p>Government guidance followed in relation to symptoms being present.</p> <p>Social distancing of minimum 2 metres observed wherever possible within school, including classrooms, offices and meetings.</p> <p>Technology utilised wherever possible to reduce face-to-face or close proximity activities.</p> <p>Tissues readily available to capture coughs or sneezes, or sleeve used if this is not possible.</p> <p>Visitors and delivery drivers discouraged from accessing the site.</p> <p>Parents discouraged from gathering at school entrances</p> <p>Rota system devised to manage staff numbers on site to reduce numbers potentially exposed to as low level as reasonably practicable.</p> <p>Class change times, lunch and break times staggered wherever possible to keep group numbers small and maintain social distancing</p> <p>Disposable gloves and aprons to be worn when completing tasks involving cleaning and managing medical conditions. Hands must be washed immediately following completion of the task and personal protective equipment double bagged and disposed of.</p>
<p>Transmission of COVID-19 virus through handling of contaminated objects or contact with contaminated surface</p>	<p>Disposable gloves to be worn when cleaning, handling items, or when completing activities associated with managing medical conditions.</p>

	<p>Hands must be washed immediately after completing the task and personal protective equipment double bagged and disposed of.</p> <p>Regular handwashing carried out throughout the day by all staff in line with government guidance – minimal jewellery to be worn.</p> <p>Hand sanitiser used where soap and water are not readily accessible.</p> <p>Deliveries to be made externally. Wheeled aids used wherever possible when handling items. Gloves worn. Hands washed immediately following completion of the task.</p> <p>Surfaces and equipment cleaned regularly using appropriate cleaning substance. Safety data sheets available and accessible by all staff in the event of spillage or first aid being required.</p> <p>Rota system devised to manage staff numbers on site to reduce numbers potentially exposed to as low level as reasonably practicable.</p>
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This Risk Assessment has been completed in accordance with the Council’s guidance relating to the Management of Health and Safety at Work Regulations.

Assessor’s Signature	Manager’s Signature

Appendix B

		Contact details
School Designated Safeguarding Lead / Child Protection Coordinator	Mrs Mari-Louise Booth Headteacher	01262 673858 (school) Burlington.head.infants@eastriding.gov.uk
Deputy DSL / Child Protection P Coordinator	Mrs Catherine McClarron	01262 673858 (school) Burlington.deputy.infants@eastriding.gov.uk
Designated Safeguarding Governor	Mrs Angela Norton	01262 609398 (Pre-School) burlingtonpre-school@outlook.com
Chair of Governors	Mrs Angela Norton	01262 609398 (Pre-School) burlingtonpre-school@outlook.com
Early Help & Safeguarding Hub (EHASH)	CP initial referral Support & Advice, Urgent	01482-395500 childrens.socialcare@eastriding.gov.uk
EHaSH Out of Hours	C P concerns Out of Hours	01482-395500
Safeguarding adviser & LADO (Schools)	Tony Marsh referral of allegations against staff & volunteers	01482-392139 tony.marsh@eastriding.gov.uk
LADO if TM not available	Lorraine Wilson referral of allegations against staff & volunteers	01482-396999 LADO@eastriding.gov.uk