

Version 2: 29/4/20

Addendum to Woodcroft Primary School Safeguarding & Child Protection Policy School Closure during Coronavirus Pandemic

Although we are running a smaller key worker provision and online school, staff should be aware that our school Child Protection Policy and safeguarding responsibilities remain a priority.

Our School's Child Protection Policy still applies and can be found on the school's [website](#). Staff should be aware that their usual safeguarding duties apply while the school is closed and that any concerns must be shared in the usual way, via MyConcern, and if urgent directly with the Designated Safeguarding Lead.

- Craig Tallon 07534252536

If unavailable please contact our Deputy DSLs

- Kay Vanner 07581424706
- Mark Russell 07790900907

We are currently working in a very different way, so to keep our children and you safe, please take note of these safeguarding procedures:

Interim Safeguarding Procedures

- A DSL is always available, in-person or by phone at all times
- An appointed senior person is always onsite at school daily. These are communicated via the Key Worker Provision staffing rota
- The Headteacher or a member of SLT is always available by phone or email
- There is a First Aider on site daily – Names and days on rota
- A Key Worker Provision attendance register is recorded daily by duty reception staff. Absence will be followed up by following the normal first day of absence attendance policy procedures by the duty SLT
- A daily submission of register summary is made to DfE by the Headteacher
- Contact numbers for all pupils attending are available on Arbor
- Staff must always sign in when on the school site
- H&S concerns about the school site should be reported to the Duty SLT who will report to the Duty Premises Manager if appropriate.

For a record of which staff are onsite daily – see the Key Worker Rota (Google share)

Working onsite or remotely on Google Classroom with children

- Staff phones should not be used on site while in front of children
- Staff should still report concerns to the onsite DSL
- Concerns about other members of staff should still be reported to the Headteacher
- The normal rules regarding safe use of the Internet apply and the [Acceptable Use Policy](#) is still in place
- Staff dress although relaxed should be appropriate e.g Not revealing or have inappropriate logos, pictures or wording
- The [staff code of conduct](#) still applies

Vulnerable children

- We have compiled a list of vulnerable children and EHCP children. For those not attending the school we have allocated duty phone calls to them regularly – Names of people responsible for this are on the Vulnerable Children Log available to the school Safeguarding Team.
- We will continue to attend CP and CIN meetings wherever practical or possible. These will most likely be virtual.
- Annual reviews will be carried out via email with the sharing of reports as at present no external agencies are involved with our EHCP pupils.

Remote Safeguarding Responsibility

- All staff have a duty to safeguard children at all times. This duty still applies to online school arrangements.
- Class teachers will monitor each child through their engagement online*. This should be logged on the [Pupil Engagement Log and Safeguarding Concerns](#) (see appendix below).
- Any child protection concerns should be reported to the DSL in the usual way
- If teachers do not feel they are able to adequately engage with a pupil online then arrangements should be made to phone the family.
- Staff phoning families should ideally be made using the 'non allocated' school office phone situated on the admin/AV desk. Wipes and sanitiser is available.
- It is essential that all non rota teacher visits to school are authorised by the Headteacher/Duty SLT in order to limit numbers of people on site in order to maintain social distancing.
- Teachers can notify duty SLT of their intention to visit school for this purpose. However, if this is not possible they should dial 141 first to protect and hide their number.
 - All calls should be logged on the engagement log.
 - Teachers should ask to speak with parents first and then ask permission to speak with the pupil in the presence of the parent.
 - Treat phone numbers as data and access them via Arbor. Do not make paper copies or additional lists of numbers
 - Any calls to parents that cause a safeguarding alarm should be reported immediately to the DSL

- Any calls to parents that cause alarm because you are concerned about the emotional wellbeing of a parent or child should be reported to DSL. This can then be shared with the school's Family Support Officer.

Staying safe online

- We have reminded parents about how to keep their children safe online through the Online School Parent Guides and school website.
- We use Google Classroom – This is monitored by the Online Team. There is always more than 1 adult linked to each virtual classroom so they can view activity
- If making videos – songs, stories etc then remember safeguarding procedures and common sense - not to be recorded in a bedrooms, wear appropriate clothing etc
- Never talk 'verbally' to parents or pupils via social media links.
- Remember that communications can be recorded.
- Never give personal information; home addresses, personal emails or phone number
- Senior staff should never have automated replies on their emails as we are working even though the school is closed

Useful Numbers & Contacts

Where a child is at immediate risk of significant harm, the DL or DDL should call MASH on 020 8359 4066 or call the Police on 999.

Education Welfare Team 020 8359 7716 - ewt@barnet.gov.uk

MASH Education Welfare – EWTMASH@Barnet.gov.uk

MASH – 020 8359 4066 MASH@Barnet.gov.uk

Accessing Early Help remains the same, through a MASH referral. The 0-19 Early Help Hubs are also a source of advice for schools

West Hub

Service Manager – Andrea Mullings

Team Managers – Marisa Manco-Cox, Mark Vargeson

Covers the postcodes of: HA8, part of NW7, part of NW9

Main Hub office: Barnet and Southgate College- Colindale, 7 Bristol Avenue (formerly Lanacre Avenue) London NW9 4BR, Telephone 020 8359 3510

Looked After Children

For Children Looked After the Virtual School and the allocated Social Worker must also be informed.

Virtual School contacts:

Locke, Julie Julie.Locke@Barnet.gov.uk

Skoutaridou, Maria Maria.Skoutaridou@Barnet.gov.uk

Community Support <https://engage.barnet.gov.uk/communityhelphub>

Appendix 1

Pupil Engagement and Concerns Log

*See box below for criteria of engagement

Pupils are expected to log on and engage with their Google Classroom in the virtual school every day unless they are ill. If a child has not engaged online for 3 days without authorisation then parents will be contacted by a member of senior staff on duty in school.

Protocols

Day 1: Most pupils are expected to engage online every day (unless otherwise agreed by the school). Pupils who are not keeping up to date with online school work (or other agreed arrangements e.g. authorised physical packs) should be recorded as **AMBER (Learning Concerns)** and reason for that week logged in the notes section. It must be reviewed daily, but completed by 3.00pm on Wednesday.

Class teachers should proactively engage with families via email / phone calls to move **AMBER pupils to **GREEN****

Children who maintain appropriate online school engagement* and submit work should remain **GREEN** on the engagement log. It is good practice for the classteacher to make a very brief observation in the notes section for that week relating to the child's online school engagement e.g. work submitted or excellent story published or comments posted in google stream. This will provide a running record.

Teacher Judgement: The exact criteria for **green** and **amber** will be different for different pupils dependent on age, needs and circumstances. Teachers will be in contact families and be sensitive to differing situations e.g. access to devices, special needs, capacity for support e.g. new babies / elderly relatives in the home/illness. Teachers will also be sensitive to ongoing situations and pupils welfare; mindful to support parents with ongoing pupil education and not increasing family anxiety.

Day 2: Parents have been asked to notify the school if their child is ill or circumstances prohibit their child engaging with their online classroom. Office staff will report calls to duty SLT who will ensure that the 'Notes' section of the engagement log is updated for that week. Any colour coding will be amended accordingly.

Day 3: If the child has not been visible online then the Class Teachers will escalate any current learning engagement concerns and colour the notes cell **RED (Safeguarding Concern)** This means the child has not been engaged for 3 school days. A brief note should be recorded in the notes cell.

This is a Safeguarding Judgement made by the teacher if there is concern about the pupil's welfare, and not just about appropriate learning engagement.

This could be due to lack of online visibility, concerning comments made by the child in a post or issues raised following a phone call to the family.

Actions / Outcomes Column

What happens next:

- Between 3.00pm and 4.00pm on Wednesday the Duty SLT review the engagement log and arrange for a school text (or direct call to be made) requesting parents to contact school.
- Engagement log is updated in the next column (Actions / Outcomes) by school or class teacher with any subsequent contact e.g. pupil online engagement or parental call. That column is then colour coded e.g. for no contact or unsatisfactory contact remains. For appropriate contact / explanation it can be upgraded to amber or green

Child Protection Note: regular child protection protocols still apply. Always use MyConcern to report appropriate safeguarding concerns and notify the DSL in all urgent matters.**

Day 5: If a welfare concern remains by Friday then Duty SLT will make welfare calls / home visits to the family.

Day 6: If concerns remain the DSL will be notified and appropriate action will be taken.

Day 10: If the school has not made any contact with the family by Day 10 then a Child Missing Education referral will be processed to the Education Welfare Team.

It is recognised that some children will not be able to engage online due to age or circumstance. In these cases it will be noted on the Engagement Log and a weekly call will be made by the class teacher.

The class teacher is best placed to support families with a pre-arranged weekly call. This so that help with any work can be agreed.

Appendix 2

***Forms of pupil engagement:**

- Comments on Classroom Stream
- Submitted work
- Emails to class teacher
- Direct Google chat messages (hangouts / chat)

Note: Pupil activity may occur on other websites, however, this cannot be easily tracked. Therefore pupils should be encouraged to communicate via the above forms so that it does not become unmanageable.