



Safeguarding and Child Protection Policy Addendum

Emergency Closure regarding the COVID 19 lock down 2020

Addendum to be used in conjunction with

Wordsworth Primary School Safeguarding and Child Protection Policy

Keeping Children Safe in education 2019

Working together to safeguard children 2019

Children and Families Act 2014

Prevent Duty Guidance for England and Wales 2015

Mandatory reporting of Female Genital Mutilation 2018

Safer Recruitment Government Guidance

Wordsworth Primary School E-Safety Policy

Purpose

All staff understand and follow the procedures both in the main school policies and the guidance of this appendix

- All staff to have knowledge of the DFE guidance
<mailto:https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
- Maintain robust procedures in the Safeguarding and Child Protection of all of our pupils during the Emergency school lockdown
- All staff inform the on duty Safeguarding Lead in school and/or the School named DSLO of any concerns immediately

Context

From the 20th March 2020 schools were asked to close to most pupils and only remain open to those of key workers and children categorised as vulnerable. Where possible children who can be cared for at home should remain at home.

This appendix contains all of our assessments, policies and procedures in response to the emergency COVID-19 closure

Key Information and Contact Numbers

The school telephone is being manned for emergency contacts from 8.30am – 3.30pm during school term only

Wordsworth School telephone number is 02380776397

Angie King Safeguarding Lead Officer telephone number is 07437210586

Email contact can be made to

Angie King – Safeguarding Lead Officer - angie.king@wordsworthprimary.co.uk

Rick Page – Headteacher – head@wordsworthprimary.co.uk

Nicky Tregear – Business Manager – nicky.tregear@wordsworthprimary.co.uk

Jemma Swann – LADO – lado@southampton.gov.uk

MASH – 02380833336 public

Early Help - 02380833311

In School Procedures

- Only children of key workers that have registered with up to date contact details are on school site.
- Social distancing and frequent hand washing procedures are strictly adhered to.
- DFE and Trust registers are completed and submitted on those attending daily.
[mailto: https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings](mailto:https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings)
- Only the staff on duty are to be on site.
- When the DSL is not on site The Senior Leader on duty will act as the Safeguarding Lead.
- The SL on duty can access support from the DSL, Head Teacher and/or Trust Safeguarding Lead as required.
- No unannounced or unnecessary visitors to the school will be permitted on to the site.
- Children are only to be collected by those named on the emergency contact form.

Teachers on duty will follow the Risk Assessment guidance and protocol provided as set out below

School site

- The school site will be open between 8am and 4pm. Please leave the school site as soon as the children leave. On entering the school please stay at least 2 meters away from other staff. Hand sanitiser is in reception please use this each time you enter and leave the building. Sign in the register using your own pen. The SLT lead will need to email Nicky with how many staff are in for the day as the Trust would like to know this.
- Teachers are not to go their classrooms.

Social Distancing

- Do not chat in corridors, stairs or confined spaces, stay outside if possible. Do not make tea for each other or share food or personal equipment. Stay isolated in the presence of others!
- As much as possible keep the children outside. It will be difficult to enforce social distancing with all of the children but ensure you continue to practice this.
- Do not help the children with coats, shoelaces, lunch boxes or with activities which are now organised on a free flow basis.
- You are encouraged to offer constructive comment to colleagues on Social distancing where you feel we can modify our behaviour!

Registering Children

- There are black lines on the floor and children have to wait behind these black lines practising social distancing. The members of staff who go outside to complete the registering must wear gloves and a face mask. One member of staff will open the gate and allow one child in at a time to register. Tick the register within the red folder and note if they need a lunch from the office or if they have brought their own. P = Chartwells (FSM) and S = home brought packed lunch.
- The gates open at 8.45 and close at 9am.
- The person registering the children then needs to log into the DFE website and record those attending.

Children inside the building

- Children will come into reception and they must clean their hands before going into the gallery where they will wait for the teachers. Bags and coats are to be left on the tables with water bottles. Children are to sit either end of the tables.

First Aid

- Where possible at least one member of staff on site will be First aid trained. Any minor incidents need to be recorded and slips sent out at the end of the day to parents.
- Children will need to be observed safely whilst independently cleaning small wounds, putting on a plaster etc. Where there is a need for contact parents will be called. In a medical emergency the First aider or SLT will support and/or call for medical assistance.

Cleaning

- Paper towels and cleaning product is available in the classrooms. Please clean the tables and chairs every day. Please clean handles and sinks. We do not have the cleaners to do this for us so we have to take responsibility. All children need to be out of the classrooms by 2pm to allow staff to clean.
- The toilets in the classrooms are to be used to clean hands only. If the children need to use the toilet they must use the gallery toilet. You will need to clean the hand basins in the classrooms.
- Rubbish is to be left in the bins and taken out at the end of the week and brought to the door by the medical room. No food waste is to go in the classroom bins, food waste is to go in the gallery bin.
- Please use the gloves and equipment provided.

Lunches/Hampers

- Chartwells will prepare packed lunches for those that are FSM and staff who would like one.
- Weekly hampers to be collected by FSM parents. From Monday 30th March those that have been ticked as registering will have a weekly hamper ready and they can collect between 12pm and 12.30pm.
- When parents collect the lunches they need to bring their children with them. Hampers are collected from outside and allow one family in at a time. Put the Hamper on the table and step back, do not hand the hampers to them, remember your social distance. Remember to clean your hands.

Children being collected

- All children need to be ready to leave the building at 3.15. They must wash their hands. They then line up outside the school, spaced out, behind the first black line and join their parents when they are called. Parents stay off site. Staff member on open gate. The member of staff outside must wear a face mask and gloves.
- Children must only be collected by those named on the contact sheet.

Staff Leaving for the Day

- Staff are advised to wash their clothes immediately they return home and shower before liaising with any family members.

Offsite procedures

Vulnerable children are categorised as children who are supported by Children's Services, looked after children, children who have an Education, Health Care Plan and those that are deemed as currently in need. The DSLO has a list of the children from these categories and has informed teachers and Senior Leaders of who these children are.

All children have been invited to sign up to their class DOJO system where they can upload work and receive rewards from their teachers. Work is being uploaded to the school website daily by teachers to keep children in touch with their academic studies. Many links have also been uploaded to give parents further ideas of which sites to look for activities. Teachers are only communicating about children's work and will raise any other concerns with the DSLO. Stories read by class teachers are on the Wordsworth School you tube channel. The comment feature of this system has been locked down. Teachers are aware that the videos they post need to have been recorded in an environment suitable for sharing on line.

Children with a Child Protection / Child In Need Plan

- Will be contacted by the DSLO twice weekly during the school closure by telephone. These calls will be unannounced.
- Where contact cannot be made the DSLO will inform the named Social Worker.
- Children will also be tracked via their pupil Dojo profiles with teachers weekly.
- The DSLO will remain in contact with Social Workers and submit reports where there was a scheduled meeting to take place.
- The DSLO is available on 07437210586

EHCP Children

- Will be contacted by the DSLO once a week during the school closure by telephone. These calls will be unannounced.
- Where contact cannot be made the DSLO will inform the link SEN Officer for Southampton City Council.
- Children will also be tracked via their pupil Dojo profiles with teachers weekly.
- The DSLO will remain in contact with SEN Services and submit reports and information regarding EHCP children as required.
- The DSLO is available on 07437210586

Vulnerable Children

- Will be contacted by the DSLO twice weekly during the school closure by telephone. These calls will be unannounced.
- Where contact cannot be made the DSLO will inform the named professional from supporting services.
- Children will also be tracked via their pupil Dojo profiles with teachers weekly.
- The DSLO will remain in contact with professionals and submit reports where there was a scheduled meeting to take place or provide updates as relevant.
- The DSLO is available on 07437210586

Reporting a concern

- Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report to the DSLO.
- Staff are reminded of the need to report any concern immediately and without delay.
- Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.
- Concerns around the Headteacher should be directed to the Chair of Governors.
- The Headteacher/Chair of Governors should follow the usual practice, contact the LADO and make a referral if the concern meets the threshold, as

Advice, Guidance & Support

- The Headteacher and Senior Leaders will share all Local Authority and National updates with staff throughout the school closure.
- The school website will be updated regularly.
- Staff are reminded to refer to the working from home well-being plan sent out by Nicky Tregear.