

APPENDIX 7 COVID-19 ADDENDUM

(March 2020)

Updated procedures for periods of school closure/remote learning

SAFEGUARDING CONTACTS:

Designated Child Protection/Safeguarding Lead: Mrs Alison Dodd

Deputy Child Protection/Safeguarding Leads: Miss Victoria Elvines

[Keeping children safe in education \(KCSIE\)](#) is statutory safeguarding guidance that Unicorn Primary School will continue to have regard to and the principles in this guidance continue to apply during the period of school closure due to Covid-19.

Unicorn Primary School continues to be open for the children of key workers if there is no alternative childcare available to them, and also for vulnerable children as defined by the Department of Education in their guidance issued 22nd March 2020.

The school will only be staffed by existing Unicorn staff who will have the appropriate up to date DBS checks and were recruited using safer recruitment guidelines as set out in the policy above.

School will be staffed on a rota basis according to staff available who are well and not self-isolating due to their own health needs or those of family members they live with. The safety of children and staff will be the top priority in keeping the school open and will be constantly reviewed as circumstances and guidance change.

Where possible, a member of the Senior Leadership Team will be in school every day and be responsible for co-ordinating safeguarding on site. If a DSL or deputy DSL is not present on site, one will be available at all times via phone or email. If there is an urgent safeguarding concern a DSL/DDSL should be contacted immediately. The concern must also be logged on 'Safeguard Software'. Procedures will then be followed as they would normally, including referral to Social Care if appropriate.

Any other safeguarding concern should promptly be logged on 'Safeguard Software' and will be flagged up for action by the DSL/DDSLs through an immediate notification.

Social workers and Virtual School Heads will continue to work with vulnerable children in the COVID-19 period. There is an expectation that children with a social worker will attend school, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

Senior leaders, especially DSLs/DDSLs know who the most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

School staff will continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

Attendance

According to DfE guidelines (27.03.20), local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Unicorn Primary School will be agreeing with families whether vulnerable children should be attending education provision – and will then follow up on any child that was expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

The DfE has introduced a [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 schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Children attending provision at another Compass school

From Monday 6th April provision for children of key workers and vulnerable children from Unicorn, Wickham Common and Oak Lodge Primary School will be at Unicorn Primary School. Staffing will come from all three Compass Schools using the provision. Staff will be responsible for the children from their own schools and will be aware of the reason the child is vulnerable and any arrangements in place to support them. The provision will be in place from 7:45am to 5.30pm, Monday to Friday, for the two-week period. A senior member of either Oak Lodge or Unicorn staff will be in attendance every day and will have overall charge of the logistic running of the provision.

Staff from all schools will wear their identification lanyards at all times. Children and staff will enter through the main door of Unicorn Primary School. A staff register will be completed each day as a record of who is on-site. Children will be signed in by a member of staff and any medication needed, contact arrangements for that day and any other special arrangements will be taken. Where possible, social distancing will be observed and children from each school will spend time in separate classrooms with their own staff as well as playing outside in a large space with the children from the other schools.

Any safeguarding concerns will be reported using the normal procedure for each school. Each school will have a duty DSL/DDS available at all times, although not necessarily on the school site.

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. If Unicorn Primary School were to recruit new staff, we would continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of 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.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another Compass school to support the care of children.

Unicorn Primary School will continue to follow their 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 163 of KCSIE.

Unicorn Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can, if a school chooses, provide the means to log everyone that will be working or volunteering in a school on any given day, including any staff who may be on loan from other institutions.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home.

For children of critical workers and vulnerable children who are still attending school, we will ensure appropriate support is in place for them. Support for pupils in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services.

Children and online safety away from school

It will be more important than ever that Unicorn Primary School provides a safe environment, including online. We will ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.

Unicorn Primary School is doing what we reasonably can to keep all of our children safe. In most cases, the majority of children will not be physically attending the school. 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 will be dealt with as per this policy and where appropriate referrals should still be made to children's social care and as required the police.

Unicorn Primary School will consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's staff handbook and children's acceptable use agreement. This includes, amongst other things, acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.

Updated: 3rd April 2020