


COPPICE
PRIMARY SCHOOL

# School Closure Safeguarding Policy and Procedures

| Date | Review Date | Endorsed by | Approved by | Link Governor |
|---|---|---|---|---|
| April 2020 | Ongoing | FGB | Governing Body | Andrew Martin |

*Aspire, Believe & Achieve*




*Policy last reviewed: April 2020*
*Policy written by: Janice Adams*

# *Guidance for staff as to how we will try to ensure the continuing safety of pupils during a prolonged, enforced closure.*

## *Rationale*

The closure of schools due to the Covid 19 epidemic means that most pupils will spend some weeks, potentially some months, with extremely limited contact outside of their immediate family and carers. Whilst for most pupils this is not a concern, for a small minority the lack of sight and monitoring by professionals for a prolonged period of time presents a potential risk to their safety and well-being. We must also acknowledge that all of us are vulnerable at different points, and that the current situation will heighten tensions, further raising potential risks. Therefore, whilst social distancing and isolation are necessary at this time, we will endeavour as a school to ensure that we retain appropriate contact with our pupils until school's reopen.

In accordance with government, local authority and local agency guidance Coppice Primary School will where possible offer a school place during this period to;
Children of key workers
Looked After Children or previously looked after children
Children subject to a child protection or child in need plan
Children on the edge of social care or pending allocation of a social worker
Children with an EHC plan
Other children the school considers vulnerable

Children may be added to this group in response to concerns raised with our Senior Safeguarding Team (SST). These children can be offered care at school if required. Attendance for these children will continue to be recorded monitored and attendance data shared with the appropriate agencies.

During this period we will continue to follow our suite of policies and procedures (please see our website) and any new guidance issued by the government, local authority and local agencies.

## *Online Safety*

As children will be using the internet more during this period and the school will be using online approaches to deliver lessons. The school will continue to ensure appropriate filters and monitors are in place and will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school. All concerns must be reported on CPOMS in line with our internal safeguarding procedures.

Staff have been reminded of our on-line safety policy, acceptable use policy and importance of using school systems to communicate with children and their families.

## *Overview*

The school will continue to use the same protocols for our Vulnerable Children (VC) except for the list of "Monitored" children which will change from twice termly contact to fortnightly contact or as agreed by SST. Our Internal safeguarding procedures must still be followed for all concerns.

**Vulnerable Children (Single Point of Contact)**

- Pupils currently on Child Protection or Child In Need Plan
- Pupils currently holding an Education Health Care Plan
- Looked After Pupils
- Pupils/families for which an Operation Encompass notification is received during this period
- Pupils families currently undergoing a C&F assessment
- Open cases to LMB and PE – *LMB-PE to contact? TBC*
- Young Carers

- Those whose primary carer is a Grandparent

**Monitoring List**

- Pupils with historical social services involvement
- Closed cases to School Counsellor - if required to be agreed by SST
- Pupils/parents/carers with medical needs or disabilities (once identified SST will access the level of contact) During a period of school closure lasting more than 7 working days, the allocated SPOC will continue to make weekly contact with children on Vulnerable Children list. Where possible, this will be done onsite, from the school telephone system, on the duty days allocated.

For children on the Monitoring List, the allocated SPOC will make fortnightly contact. Where possible this will be done onsite, from the school telephone system, on the duty days allocated.

The SST will meet weekly via Zoom or WhatsApp to look at CPOMS entries and reassess pupil or family needs. Any urgent issues that arise on any day will result in an emergency SST being called. If the SPOC is not on duty for a week or more they must liaise with SST to allocate a new SPOC to cover the contact.

Each time a member of SST contacts a pupil a Contact record must be logged on CPOMS under Parent Contact/Meeting.

Any families who may require further support, will be encouraged to call the school office and speak with the SST member on duty. On rare occasions, this may lead to the SPOC making a call to the family from outside the school setting. This would be to provide additional support or signposting to necessary services. The SPOC will keep their contact details private.

In accordance with our internal safeguarding procedures ALL concerns will continue to be logged on CPOMS. Duty SST will be required to respond to any notifications logged on their allocated day. The DSL will continue to oversee notifications daily.

In addition to this, all pupils will be told about the 'Chatter box' function within Google Classrooms that now functions in the same way as their Chatter Box in class – if a pupil uses this function the safeguarding team will receive an e-mail containing what the pupil has written. Much like with the class worry boxes, where something is a low-level concern that the safeguarding team member will ask the class teacher to deal with it. Where a more significant concern is raised this should be logged on CPOMS and acted on by the duty DSL. If a pupil uses the Chatter Box function, but gives no details (e.g. a blank report) a member of the school's safeguarding team will follow this up.

## *All children*

Ongoing monitoring of all children is carried out by class teachers, and in the most part is simply a way of maintaining positive relationships with pupils during the closure and reinforcing links between home and school.

Class teachers should contact each pupil in their class via Google Education once a week. With around thirty pupils in a class this equates to about six individual messages a day. The messages do not need to be long, and should follow (but not entirely replicate) the following format;

*Hi _____, I hope you and your family are all doing OK whilst the school is closed. What have you been getting up to whilst you've been at home – I'd love to see some of the learning you've been getting up to – why not post a picture of it in our class forum?*

*This week I'm setting our class a challenge – why don't you see if you can _____. Let me know how you're getting on – I'll be checking my messages on (set a date three school days from the date of the message).*

*Hope to hear from you soon,*

*Mrs/Mr _____*

Teachers should create an expectation that pupils will respond to their message within three school days. A rough timetable might look something like the below

**Week 1**

| | Mon | Tues | Weds | Thurs | Fri |
|---|---|---|---|---|---|
| Contact + Set Challenge | Group A | Group B | Group C | Group D | Group E |
| Check Response + Feedback | | | Group A | Group B | Group C |

**Week 2 & Onwards**

| | Mon | Tues | Weds | Thurs | Fri |
|---|---|---|---|---|---|
| Contact + Set Challenge | Group A | Group B | Group C | Group D | Group E |
| Check Response + Feedback | Group D | Group E | Group A | Group B | Group C |

If a teacher has not had contact through Google Education from a pupil within a week they should record this on CPOMS using the Google Educate – No Contact category. The duty SST will contact the family and record the actions on CPOMS notifying the CT/staff member in the action. If no contact can be made the DSL will in discussion with SST determine the next steps.

## *Key Guidelines*

It is important that we are consistent in how we interact with our pupils and families during this period, teachers should therefore refrain from either setting or offering feedback/marking a significantly higher amount than their colleagues. The weekly Phase meetings (conducted via Zoom and later Google Hangouts) are the appropriate place to discuss what is being suggested and agreeing a set standard.

If when any person contacting a family by phone a child answers, you must always establish where the parent/carer is and why they are unable to come to the phone. If there is justifiable reason for them not taking the call (in the bathroom) you must call back within an acceptable time frame of not more than 30 minutes. If the child answers again and you are still unable to talk to the parent this must be escalated to the DSL or member of SST. If you call back and there is no answer you should try again in another 30 minutes if still no answer escalate to the DSL or member of SST immediately.

## *Additional On-Line support and guidance*

- https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronaviruscovid-19

- https://www.gov.uk/government/publications/coronavirus-covid-19-online-educationresources/coronavirus-covid-19-list-of-online-education-resources-for-home-education
- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse
- 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

## *Telephone support and guidance*

**The Department of Education** - have setup a dedicated helpline to answer questions about Coronavirus (COVID-19) related to education. Staff, parents and young people can contact the helpline as follows: Phone: **0800 046 8687**

**Shout** - is an affiliate of Crisis Text Line in the UK that provides free, confidential support, 24/7 via text. It's the first free 24/7 texting service in the UK for anyone in crisis anytime, anywhere. **Text SHOUT to 85258 in the UK to text with a trained Crisis Volunteer.**

**Childline** - You can contact Childline about anything. Whatever your worry, it's better out than in. If you're under 19 you can confidentially call, email or chat online about any problem big or small. We're here to support you and help you find ways to cope. Call free on **0800 1111**. (Updated website regarding Coronavirus with lots of information and some resources for CYP at this time)
https://www.childline.org.uk/get-support/contacting-childline/message-from-childline/
Sign up for a childline account on the website to be able to message a counsellor anytime without using your email address. Chat 1:1 with an online advisor.

**The Mix** - The Mix is the UK's leading support service for young people. If you're under 25 you can talk to The Mix for free. We are here to help you take on any challenge you're facing - from mental health to money, from homelessness to finding a job, from break-ups to drugs. Talk to us via online, social or our free, confidential helpline. (Updated website including information on Coronavirus) Freephone: **0808 808 4994** (1pm - 11pm daily) http://www.themix.org.uk/

**Young Minds** – Supporting young people and also parents/carers. Provides free, 24/7 crisis support across the UK if you are experiencing a mental health crisis - just text YM to 85258. All texts are answered by trained volunteers, with support from experienced clinical supervisors. Texts are free from EE, O2, Vodafone, 3, Virgin Mobile, BT Mobile, GiffGaff, Tesco Mobile and Telecom Plus. Some information on website regarding Coronavirus).
https://youngminds.org.uk/

**Muslim Youth Helpline** - Provides pioneering faith and culturally sensitive services to Muslim youth. Support by phone, live chat or email Phone: **0808 808 2008** Email: info@myh.org.uk. http://www.myh.org.uk/

**Papyrus –** Provides support for CYP who are suicidal

# Contact HOPELINEUK

If you are having thoughts of suicide or are concerned for a young person who might be you can contact HOPELINEUK for confidential support and practical advice.

- Call: 0800 068 4141
- Text: 07860039967
- Email: pat@papyrus-uk.org

Opening hours:

9am – 10pm weekdays, 2pm – 10pm weekends, 2pm – 10pm bank holidays

Our Suicide Prevention Advisers are ready to support you.

**Winstons Wish – Provides support for CYP dealing with bereavement** https://www.winstonswish.org/coronavirus/

Our Freephone National Helpline, along with our ASK email, Crisis Messenger and online chat services remain available to support bereaved families and professionals caring for them. Those families who were already being supported by our area-based practitioners will continue to receive support via telephone sessions or video.

## How to get support:

National Freephone Helpline*: 08088 020 021 (open 9am – 5pm, Monday – Friday)

ASK email support: ask@winstonswish.org

Crisis Messenger: Text WW to 85258 (available 24/7)

Online chat: click here (available 12-4pm, Wednesdays and Fridays)

*In order to protect our staff, our Helpline is currently operating a remote service. Please leave a message on our voicemail with your first name and a contact number (with area code) and a Helpline Practitioner will call you back from a withheld number as soon as possible.

## Kooth (online support for young people)

**Free, safe and anonymous online support for young people.**

Kooth is an award winning online counselling service helping those aged between 10-18 years old with any troubles they may have.

They provide an anonymous and confidential service using a mix of counselling, support and advice on a drop in, out of hours and structured sessions.

The website itself contains the following:

- Message forums – get support from other young people
- Self help tools
- Messaging – online instant messaging service with a Kooth worker
- Online magazine – read articles written by others and contribute yourself!
- Games, blogs and more…

Aimed at helping with a range of topic including:

- Relationships
- Bullying
- Eating disorders
- Self-harm
- General health

All counsellors are trained, qualified and used to working with the age group using the service.

### Who to contact

**Website** https://kooth.com

### When is it on?

**Time/date** Monday to Friday - 12.00pm to 10.00pm, Saturday to Sunday - 6.00pm to 10.00pm

**Child Bereavement UK** – Supports CYP dealing with bereavement

### East London

Address: Child Bereavement UK, Stratford Advice Arcade, 107-109 The Grove, London E15 1HP
Tel: 020 8519 7025
Email: newhamsupport@childbereavementuk.org



Relate (for children and young people)

- Children and young people's counselling for any young person who's having problems.

- Free Live Chat session with a trained Relate Counsellor
- Phone: 0300 100 1234