

# Safeguarding and Child Protection Policy Annex

Coronavirus (COVID-19): Safeguarding in Schools

## PRIMROSE HILL PRIMARY SCHOOL



May 2020; REVISED June 23<sup>rd</sup> 2020  
New update shared with staff via email 23/6/2020

## Policy Content

This addendum of the Primrose Hill Safeguarding and Child Protection policy contains details of our school's individual safeguarding arrangements in the following areas:

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### 1. Context

In response to the coronavirus (COVID-19) outbreak, from 20th March 2020 parents were asked to keep their children at home, wherever possible. Schools were asked to remain open only for those children who are vulnerable and the children whose parents are critical to the COVID-19 response and could not make alternative arrangements to have their child cared for at home. <https://www.gov.uk/government/publications/covid-19-school-closures>

The interim policy will be kept under review and updated with further guidance and updates released from:

- The Government <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>



Government  
Guidance (COVID19)

- Salford Safeguarding Children Partnership (SSCP)  
<https://safeguardingchildren.salford.gov.uk/>
- Salford City Council  
<https://www.salford.gov.uk/cvschools>  
<https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/>
- Salford Children's Service regarding children with education, health and care (EHC) plans or on a plan under social care, the local authority designated officer, and, any arrangements to support children the school are concerned about who do not meet the 'vulnerable' definition.

Primrose Hill will complete the Interim Safeguarding Guidance Action Plan Checklist to help monitor the progress of the implementation of the COVID-19 Safeguarding Policy Annex



- From the week commencing 1<sup>st</sup> June 2020, the school will be welcoming back more eligible children to early years and the school in addition to the children in the priority groups who have been attending school throughout the crisis.
- An Operational Risk Assessment for School Reopening has been undertaken prior to the school opening for the phased return on June 1st. The Operational Risk Assessment and Health and Safety risk assessments are appropriately linked to the school's safeguarding and child protection policy. The school has also completed the school reopening checklist supplied by the trade unions.

## 2. Vulnerable Children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care Plans (EHCP).

Those who have a social worker include children who have a Child Protection Plan, those who are looked after by the Local Authority and those recently leaving the care system.

A child may also be deemed to be vulnerable if they:

- have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989
- are on the edge of receiving support from children's social care services,
- are adopted
- are at risk of becoming NEET ('not in employment, education or training'), those
- are living in temporary accommodation
- are young carers

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to ensure their needs can be as safely or more safely met in the educational environment, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

[\(Coronavirus \(COVID-19\): guidance on vulnerable children and young people\)](#)

Those with a social worker will be risk-assessed by the social worker in consultation with the school, to ascertain whether school or home is the safest place to be during this time. Each child will have a different set of circumstances and these must be taken into account, whilst understanding that a place must be offered for all children with a social worker.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and Deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of

receiving children's social care support. Primrose Hill will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.

Children defined as Vulnerable including children working with the Early Help Service and, vulnerable children without a Statutory Plan will receive regular Welfare Checks by School Name.

Children, not in school, with a Statutory Plan and/or an EHC Plan will be contacted at home at least twice a week

For children with a Statutory Plan and/or an EHC Plan who are attending school, Primrose Hill will contact the child's Social Worker on the day if the child has not arrived at School/ unable to make contact/the welfare check causes concerns.

**Vulnerable children without a Statutory Plan:**

Welfare checks will still be made for children who attend Primrose Hill Primary School. A school based vulnerable list has been created for this purpose. Primrose Hill will contact these children at least once per week if they are not attending school during the phased return. In addition to this, due to the unique nature of the current situation, it has been agreed that ALL children who are not in school will be contacted once a week to check that they are OK as we fear that all children are now vulnerable in some way or another. This has been facilitated by creating teams of 'key adult' staff who have been given a list of pupil names to contact. This was agreed by the members of the Safeguarding team and the SLT as part of a comprehensive Welfare Check meeting.

Primrose Hill will follow the recommended process detailed in the embedded:

- Guide to Welfare Checks during School Closures
- Flow chart for concerns raised or unable to contact a family whilst contacting families for welfare check during the Covid-19 (coronavirus) closures.



SchoolsWelfareCheckGuide\_April2020.c



School and EYs Flow Chart if concern

In addition to this, staff who are completing welfare checks on children who are not formally class as vulnerable will follow the agreed protocol below:

**WHAT EACH KEY ADULT MUST DO:**

1. **Monitor the interactions going on via Dojo.** Keep looking out for comments or posts from a key child/their family on your list as the week progresses. You might need to keep a tally chart of this— however this will be for 15 children maximum.
2. **Every FRIDAY send a direct Dojo message to any child's family who you have not heard from during the week.** Ask them if they need any help, if everything is OK, are they finding the work difficult, tell them that you have missed them etc. Ask them to send you a message back.
3. **Check for responses on MONDAY.** If you have still not received any reply, *send another message at that moment.*
4. **If you have not heard anything by 3pm on TUESDAY, contact Sue, Lee and Nathalie via email** and give them the names of any children you have not heard from. They will then arrange for a telephone call to be made to the family to check that they are safe and well.

**PLEASE REMEMBER THAT WE ALL HAVE A DUTY TO ENSURE THAT ALL OUR CHILDREN ARE SAFE AND CARED FOR. SPREADING THE LOAD BETWEEN US ALL WILL MAKE THINGS EASIER AND IT WILL ALSO HELP ENSURE NO CHILD IS OVERLOOKED. THANK YOU FOR PLAYING YOUR PART.**

The lead persons responsible for the checks will be Lee Ashton, Nathalie Marshall and Sue Doolan. Each of these has received full DSL training.

### 3. Attendance Monitoring

From June 1<sup>st</sup> 2020 the school will start to use the normal registering system, **as well as** continuing to record the daily attendance of the children who are attending school on the DEF's [Education Setting Status form](#). Primrose Hill will, in line with Government guidance, submit the daily attendance sheet to the DfE - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Commented [MLA1]: Rose Hill

There is an expectation that vulnerable children who have a social worker will attend the school, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Primrose Hill will explore the reasons for this directly with the parent. Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to nursery, early years, or school where this would now be appropriate for them to do so. The school in partnership with

other relevant partners will work with and support the relevant families and pupils to return to school or college, where attendance is appropriate

Where parents are concerned about the risk of the child contracting COVID-19, Primrose Hill or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. They will also be directed to the school's special COVID-19 page on their website as this contains lots of specific information about our school and the plans we have in place. <http://www.primrosehillprimary.co.uk/information/covid-19/>

Primrose Hill will encourage our vulnerable children and young people to attend school. Primrose Hill will follow up on any child that is expecting to attend school but does not and in all circumstances where a vulnerable child does not take up their place at school, or discontinues, Primrose Hill will notify their social worker. Primrose Hill will also notify the Virtual School (for all children on all social care plans) at [virtualschoolteam@salford.gov.uk](mailto:virtualschoolteam@salford.gov.uk); and the general admin teams at [CPCINAD@salford.gov.uk](mailto:CPCINAD@salford.gov.uk) for Children at CIN/CP and [LookedAfterChildren.Admin@salford.gov.uk](mailto:LookedAfterChildren.Admin@salford.gov.uk) for children who are looked after by Salford.

Primrose Hill will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Primrose Hill will endeavour to ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. Primrose Hill will be doing all it reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns. Primrose Hill will also confirm with parents/carers, that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

#### **4. Designated Safeguarding Lead**

The Designated Safeguarding Lead for Primrose Hill is: SUE DOOLAN

The Deputy Designated Safeguarding Lead s are: LEE ASHTON, NATHALIE MARSHAL

The school has a rota in place to ensure that there is ALWAYS a trained DLS/Deputy DSL on site when children are present. All DLS/Deputy DSLs have full access to our CPOMS system. If, due to exceptional circumstances, a DSL/Deputy DSL is not on site, one will be available to be contacted via phone or online video - for example when working from home.

It is important that all Primrose Hill staff and volunteers have access to the school's DSL (or deputy). Each day, the staff on site will be made aware of who that person is and how to contact them through information posted on our weekly rota. This also contains information about who our first-aiders are.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

The DSL (or deputy) will provide support to school coordinators, teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff will liaise with the school coordinator or try and speak directly to children to help identify any concerns.

## 5. Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a careful report of their concerns or what was said using our CPOMS system; this system informing the DSL automatically and this can be completed remotely.

Where a member of staff cannot access the reporting system to complete a report in the normal way, the Designated Safeguarding Lead, and Headteacher should be informed. Staff in-school have access to a walkie talkie – this can contact our DSL/Deputy DSL without compromising the bubble arrangements we have in place. Staff who are not in school should send an EMAIL and a WHATS APP message to the headteacher.

Staff are reminded that in accordance with Keeping Children Safe in Education (paragraph 36), if they have any concerns about a child's welfare, they should act on them Immediately and without delay.

Staff will be aware and alert to identifying any new safeguarding concerns with all the children that are returning to and attending the school and act immediately on these concerns

Where staff are concerned about an adult working with children in the school, they should follow the school's procedure set out in our Whistleblowing Policy – in summary:

**ANY concerns about a member of school staff or an adult should be IMMEDIATELY reported to the Headteacher.**

**Any concerns about the work of the Headteacher should be IMMEDIATELY reported to our Chair of Governors, Mr David Dobson. His details can be obtained from our school office on 0161 921 2400.**

If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up as soon as possible with an email to the Headteacher.

Concerns related to the Headteacher should be directed to the Chair of Governors:

Staff are reminded that if they have concerns about the way a Safeguarding concern is being handled they can follow the school's Whistleblowing procedures, Contact details for the Local Authority Designated Officer (LADO) are: 0161 603 4350 / 4445.

The DSL will communicate to staff any new, or change in, local arrangements, This will ensure they know what to do if they are worried about a child or have a safeguarding concern regarding an adult through our staff's weekly Wednesday email.

## 6. Safeguarding and Child Protection Training and Induction

As DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

All existing school staff have had safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education (KCSIE) (2019).

Where new staff are recruited, or new volunteers enter Primrose Hill, they will continue to be provided with a safeguarding induction which will include providing the new staff with all the relevant policies as listed in the school's Safeguarding and Child Protection Policy and Part One of KCSIE). Please note however that at the present time, school has decided NOT to take on any new staff during our closure.

If staff are deployed from another education or children's workforce setting to Primrose Hill, upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements

## **7. Safer Recruitment/Volunteers and Movement of Staff**

Although school has not recruited any new staff since the closedown of our school in March 2020, procedures will be as follows if there is a need to source new staff:

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Primrose Hill will continue to follow the school's relevant Safer Recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE). Although school has not recruited any new staff since the closedown of our school in March 2020, the procedures set out here will be followed if there is an unexpected need to source new staff:

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. In urgent cases where it is not possible to follow the normal identity checking guidelines of the ID checker being face to face and in physical possession of the original documents so they can be checked for indicators of fraud, to ensure that the necessary DBS checks can still be carried out, the DBS ID checking guidance will be changed for a temporary period. The Home Office and Immigration Enforcement have also temporarily adjusted the [right to work checks](#) due to the coronavirus outbreak.

The change will enable:

- ID documents to be viewed over video link
- scanned images to be used in advance of the DBS check being submitted

The new member of staff will then need to present the original versions of these documents when they first attend their employment or volunteering role.

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

If staff are deployed from another education or children's workforce setting to Primrose Hill, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This guidance states that there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school

or college to support the response to coronavirus. Therefore the school will accept portability as long as the current employer confirms in writing that:

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Where Primrose Hill are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Primrose Hill will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult where:

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

(Paragraph 163 of KCSIE 2019).

Primrose Hill will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing

[Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National Emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out. This is especially important for anyone engaging in regulated activity. As such Primrose Hill will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

If staff or volunteers to school are allowed in, a COVID-19 sheet/section/page to the SCR will be added. The SCR will be used to record everyone that will be working or volunteering in the school or college on any given day, including any staff who may be on loan from other institutions. The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## **8. Online Safety in School**

Primrose Hill will continue to provide a safe environment, including online. This includes continuing to ensure that appropriate filters and monitoring systems are in place to protect children when they are online in the school. The school's computing lead, Mr Jon Samuel, will also upload useful internet safety measures for parents via our social media platforms.

Where students are using computers in school, appropriate supervision will be in place.

Safe IT arrangements will be maintained in the school by RM

## 9. Children and Online Safety away from School

As more children return to school under the phased return staff will remain mindful of the importance of continuing to look out for signs a child may be at risk when interacting with children, including online,. Any such concerns should be dealt with in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to Children's Social Care and as required, the Police.

For those children not yet returning to school online teaching should follow the same principles as set out in the schools Code of Conduct/ Staff Behaviour Policy.

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

Primrose Hill has agreed the following measures:

- **Live video lessons or video chats with pupils are NOT PERMITTED; teachers and staff MUST NOT engage in any lessons via Zoom, Teams etc**
- When contacting parents for welfare purposes - or arranging a virtual meeting with parents, no 'one to ones' with children will be allowed. Parents must be present AT ALL TIMES.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any Computer/Tablet/Telephone used by staff to communicate with pupils, must be school or Local Authority equipment. **Under no circumstances** should staff use their personal equipment for communication with pupils.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred. .
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the school's senior managers and approved by our IT network manager / provider to communicate with pupils

If the current pandemic is likely to affect the new school year, Primrose Hill will take account of the Government [guidance on safeguarding and remote education](#) to support planning lessons safely. The school will consider the approaches that best suit the needs of the children and staff that need taking into account, where appropriate for :

- Video Conferencing Guidance from the National Cyber Security Centre on [which video conference service is right for you](#) and [using video conferencing services securely](#)
- Advice for real time online teaching at [guidance from the UK Safer Internet Centre on safe remote learning](#)
- platform specific advice from the London Grid for Learning [safeguarding advice](#)

## 10. Supporting Children not in School

Primrose Hill is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded on our school's shared Google Drive in the 'COVID-19' folder. This will record of any contact having been made.

The communication plans can include;

- remote contact details
- phone contacts
- email contact details
- door-step visits.

Where appropriate other individualised contact methods should be considered and recorded.

Parents will receive regular headteacher updates, letters and newsletters and staff have been given the following guidelines on online learning:

1. Pupils have been told in a letter from the school that has been sent to parents and carers that they when working from home as far as possible they should follow their school timetable and work in a routine.
2. As defined in the interim guidance parents and carers will also be informed what their children are being asked to do online, including:
  - the sites they will be asked to access
  - who from the school (if anyone) their child is going to be interacting with online
  - the importance of securing online support from a reputable organisation/ individual who can provide evidence that they are safe and can be trusted to have access to children - if they choose to supplement support for their children from online companies or individual tutors
  - when in contact with parents and carers. the communications will continue to be used to reinforce the importance of children being safe online.
  - support that is available to keep their children safe online including:
    - [Childnet](#) for a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
    - [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 carers 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
    - [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
    - [support for parents and carers to keep children safe from online harms](#), Government advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
    - [support to stay safe online](#) Government advice on security and privacy settings, blocking unsuitable content, and parental controls
3. Use your staff email /Salford email only for any contact with pupils - never use a personal email

4. Do not interact on social media or add/ accept pupils or students to any social media accounts
5. Do not direct pupils or students to third party websites other than those that are normally used in school for study
6. Maintain professional language and boundaries at all times, particularly with regard to forms of address and sign-off. Staff will not encourage 'banter' – behaviour should replicate the behaviour of the classroom
7. Copy your Headteacher/Senior Leader – as designated by the school - into all direct correspondence with the pupils. to safeguard yourself.
8. If a pupil or student raises a safeguarding matter or a pastoral concern via email please report to the DSL or senior leader as would normally be done in the school.

Email and Dojo **during normal working hours** as parents and pupils have been recommended to follow their timetables as a study routine.

Primrose Hill and the DSL(s) will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This communication plan will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

As part of the online learning protocols children who are being asked to work online will be provided with very clear reporting routes by having special messages so they can raise any concerns whilst online.

In addition to providing the reporting routes back to the school the school will also provide signposting for the children to age appropriate practical support including:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

## **11. Supporting Children in School**

Primrose Hill is committed to ensuring the safety and wellbeing of all its students.

Primrose Hill will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Primrose Hill will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

As the school welcomes back more children, where reasonably possible and where relevant, the DSL (or deputy) will consider the challenges of these exceptional circumstances, in a child protection context. and reflect them in the child protection policy as appropriate.

Primrose Hill will endeavour to ensure that (where resources allow) DSLs (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Every school and college will face unique challenges at this time, including Primrose Hill will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on *our CPOMS system*.

Where Primrose Hill has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or First Aider's – this will be discussed immediately with the Headteacher.

## 12. Peer on Peer Abuse

Primrose Hill recognises that during the closure a revised process may be required for managing any report of peer on peer abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in Part 5 of KCSIE and of those outlined in the Safeguarding and Child Protection - Peer on Peer Abuse Policy.

The school will listen and work with the young person's, parents/carers and any multi- agency partner required to ensure the safety and security of the young persons. Each individual report will be reviewed to inform of the approach deployed in managing any report of such abuse and supporting the victims

Concerns and actions will be recorded on the school's CPOMS system and appropriate referrals made.

## 13. Children's Mental Health

Primrose Hill recognises that school is a protective factor for children and young people, and the current circumstances, can affect the **mental** health of pupils and their parents/carers. Teachers at Primrose Hill have been made aware of taking this into account by email and through shared documents when setting expectations of pupils' work where they are at home. School Name will take account of the separate [guidance on remote education practices](#) during the coronavirus outbreak.

Staff will be advised to remain alert to the mental health and well being of all the children whether at home or at school. Appropriate support will be available for children, which will include:-

- existing provision in the school where possible.
- support over the phone or from specialist staff or support services.

Staff will be mindful of the guidance on [mental health and behaviour in schools](#) when providing or sourcing support for children in the current circumstances.

**ANY CHILD WHO IS BECOMING A CONCERN WILL BE OFFERED A PLACE BACK IN SCHOOL**

## 14. Children Moving School

If a child from Primrose Hill attends another setting, the school will do whatever we reasonably can and is practicably possible to provide the receiving institution with any relevant welfare and child protection information before the child arrives at the receiving institution. Primrose Hill will endeavour to inform the DSL (or Deputy) and/or the SENCO or if this is not possible a senior leader of the receiving institution as appropriate of:

- the reason the child is vulnerable
- any arrangements in place to support them.
- a vulnerable child's EHC plan,
- child in need plan,
- child protection plan

**In addition -for looked-after children:**

- their personal education plan
- the child's social worker
- the Virtual School Headteacher (VSH)

For looked-after children, any change in school will be led and managed by the Virtual School Headteacher (VSH) with responsibility for the child.

Contact details for the VSH are Sue Johnson, [sue.johnson@salford.gov.uk](mailto:sue.johnson@salford.gov.uk) or [virtualschoolteam@salford.gov.uk](mailto:virtualschoolteam@salford.gov.uk)

Primrose Hill will, whilst having appropriate regard to data protection and GDPR, continue sharing information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

This addendum policy was adopted on: 1.5.20 REVIEWED AND UPDATED JUNE 23<sup>rd</sup> 2020

It will be reviewed on a regular basis in the light of Government, DfE and Local Authority Advice throughout the COVID-19 outbreak.

The Government Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students can be found at <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Signed Lee Ashton Role Headteacher