



SAFEGUARDING COVID 19 ANNEX. March 8th 2021 update

This guidance applies to Sherdley Primary School and our Pre-school provision.

This annex is to be read in conjunction with the Safeguarding and Child Protection Policy for Sherdley Primary and reflects the planned full reopening of schools to all pupils on 8th March, 2021.

In January 2021, schools were instructed to close to the majority of pupils whilst remaining open to offer a place to vulnerable children and children of workers critical to the COVID 19 response.

From 8th March, 2021 schools will reopen fully to ALL pupils.

In light of this all risk assessments have been reviewed and a detailed plan for reopening fully has been created and shared.

There will be an expectation of attendance from ALL pupils, unless shielding letter evidence is supplied.

All safeguarding procedures will revert to the standard policy and flow chart.

Concerns regarding ANY child should be recorded via the CPOMS system.

Any complaints regarding staff will be addressed, potentially via the LADO.

Designated safeguarding Leads

Mrs Carol Robertson remains the Designated Safeguarding Lead at Sherdley.

The Deputy Designated Safeguarding Leads remain as Mr Tony McCoy and Mrs Katie Bennett.

It is highly unlikely that all 3 will be absent from school and unable to work during the current lockdown restriction, however in the unlikely event that this is the case, an additional member of Senior staff would be identified. Designated Safeguarding Lead staff will continue to work from home if necessary (for example, during a period of self-isolation when they themselves are not sick) and will seek to ensure that all Safeguarding requirements are met.

Online training continues and staff may still update their knowledge and CPD at this time.

Attendance

From March 8th 2021 there will be an expectation for ALL children to return to full time education.

Children accessing Sherdley provision will have their attendance recorded on the SIMS register as usual. Any absences will be followed up by the Attendance Officer in the usual way and we will continue to use the coding requested and suggested by national and local guidance.

Children moving between schools

The process involved remains unchanged.

Children are not removed from roll at Sherdley until we have verified attendance at an alternative school provision.

Children are accepted into Sherdley following the standard Local Authority procedures, although prior visits and parental joint visits (mainly for Pre-school children) cannot take place. We have a 'Virtual Tour' available to share with parents to assist with this, and if children are eligible to access a full time place in school we will consider a staggered transition over a fixed time scale, in line with our usual measures to support children.

Online safety whilst in school

There are no changes to the Online Safety Policy within school which remains covered by the Sherdley E-Safety Policy.

Supporting Parents and Carers with online safety

We have issued parent/carers with guidance about online safety and regularly share information and useful resources with them via the Parent APP and ClassDojo communication systems as well as being on the school website, E-Safety specific page.

We have sign posted to NSPCC, Safer Internet, CEOP as well as our E-Safety Policy which outlines basic procedures and also suitable contacts regarding any concerns.

It is important that parents/carers make school aware of any concerns they may have about the online activity of their child, or any particular vulnerability they may have in this respect.

Staff training and safeguarding induction

All existing school staff have received safeguarding training this academic year in line with changes to the Keeping Children Safe in Education guidance which was reviewed and changed for September 2020.

The basic principles of Sherdley Safeguarding practice remain unchanged.

Staff are aware of the CPOMS recording system used across school. All new staff have login and passwords for the system.

Staff working alongside children have all fulfilled the required DBS checks and details are updated on the Single Central Record as appropriate.

The use of Supply staff, or other adults accessing school premises has significantly reduced due to the COVID 19 restrictions. However, any staff who access Sherdley are subject to the usual Safeguarding principles as well as adhering to the personal protection requirements of COVID 19 – such as face mask, hand washing, social distancing etc.

Recruitment procedures remain unchanged and will adhere to all of the principles of Safer Recruitment.

DSL training is up to date in relation to Safer Recruitment practices.

Implications of COVID 19 restrictions

If a case, or multiple cases, of COVID 19 are identified then, following Public Health England guidance, we may need to 'close a bubble' meaning that pupils would be required to stay at home for the period of isolation suggested.

During this time there would be a return to the Remote Learning provision for pupils.

This means that risk assessments linked to the use of Microsoft TEAMS 365 will apply.

Methods of monitoring pupil engagement will return to the Jan 2021 system with the Attendance Officer following up on any pupils who fail to engage. This could include phone calls as well as home visits. Referrals to social care may be considered, but any support which can be offered will be the main priority.

Mental Health

As part of the return to school for all pupils we are delivering a 'Top up' training session for all teachers, and also LSAs in relation to expectations and strategies to use to support both children and themselves in the return to school and possible mental well-being issues which may arise.

We are expecting friendship dynamics to have changed during the period when some children have been attending school in smaller numbers and others have been at home accessing remote learning. We are advising staff of strategies to use to address these.

We have informed parents and carers in as much detail as possible of the planned return to school for all pupils so that they can start the process of 'acclimatising' to the return.

As part of the remote learning package we have designated 2 days for all pupils to engage with a list of more practical tasks which address 'Preparing to Return to School' which involves practical suggestions, such as ensuring they have clothing and making sure their hair and nails are appropriate for school; but also tackles some considerations for pupils – thinking about how they actually feel, who they could speak to in school etc.

Staff have identified some children who they feel would benefit from starting the return to school more slowly – those who might be more anxious and would benefit from a smaller group in school as they start their transition back to class – and these pupils are starting to access the school provision in the 2 weeks prior to the actual 8th March date. Some will access for a couple of days, others for longer, based on conversations with parents and pupils.

For all pupils there will be 3 days of work as a 'Graduated Re-entry' into school. During this time staff will be addressing some social and emotional skills and learning – revisiting school expectations and the reasons behind certain behaviour expectations in the current COVID 19 era, and also considering friendships and social communication skills which for many pupils who have been at home could have suffered.

Pupils who display more need will be identified and referred to the school pastoral Team and a meeting is planned for 15th March to address these and devise plans for each.

The mental health and well-being of all staff continues to be a high priority and a staff survey is due to be shared in order to fully understand any issues regarding staff well-being at this time.

Online Safety resources for pupils

Childline : Childline helps any child under the age of 19 in the UK with any issue they're going through. Children can talk with Childline about anything, whether big or small; their trained counsellors can help. They have a website or call 08001111

BBC Own it : Updated in relation to COVID 19, this website provides support for young people to take control of their online life. Topics include help and advice, skills and inspiration on matters such as friendships and bullying, safety and self-esteem.

BBC Bitesize : A free online study support resource designed to help with learning, revision and homework. Bitesize provides support for learners aged 5-16+ across a wide range of school subjects. It also supports children and young peoples' wellbeing and career choices; since April 2020 daily lessons have been published to help pupils across the UK with home schooling.

ThinkUKnow : Thinkuknow is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.

Explore one of the six Thinkuknow websites for advice about staying safe when you're on a phone, tablet or computer. The 6 choices are for different age groups and also include information for parents.

Online resources for Parents and Carers

ThinkUKnow : Thinkuknow is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.

Explore one of the six Thinkuknow websites for advice about staying safe when you're on a phone, tablet or computer. The 6 choices are for different age groups and also include information for parents.

The St Helens Safeguarding Board website : <https://sthelenssafeguarding.org.uk/scp>

This provides all manner of useful links, addresses, websites, phone numbers and general advice related to all aspects of safeguarding, including Domestic Abuse, Harmful Sexual Behaviours and Suicide Prevention. The website also includes many of the self-referral forms to access additional support from services.

NSPCC : www.nspcc.org.uk This site provides lots of information for parents, as well as some resources aimed directly at children, including some support for mental health.

Common Sense Media : <https://www.common sense media.org/> This site provides independent reviews and age ratings/suitability for all manner of media – games, films, TV shows etc. You are able to type in your child's age and display suitable suggestions.

Parent Zone for Families : <https://www.parents.parentzone.org.uk/> This site provides a range of digital age resources for families, including guides on digital platforms and trends – it is very useful for those of us who may be baffled by digital technology and the pace it moves at – you will find lots of plain speaking advice and descriptions!

APPENDIX 1 – TEAMS AND MICROSOFT 365 RISK ASSESSMENT

Remote Learning via Microsoft 365 - Risk Assessment

Updated Oct 2020

Activity/Process	Identified Risks	Group (who) affected	Risk level before control measures applied.				Treatment to reduce or eliminate risk	Residual Risk			
			Impact	Likelihood	Total	Risk Level		Impact	Likelihood	Total	Risk Level
Teacher/Pupil group sessions via Teams	Pupils could say or do something inappropriate on the session.	Pupils/Parents	3	3	9	Moderate	At the beginning of each session an adult at home waves to the camera indicating they give permission, then leave the room. At the beginning of the year parents and pupils agree to the guidelines regarding online communication. The consequences to this are being blocked if they say or do something inappropriate (similar to a class charter). Prepare a script for staff to read before the session to discourage inappropriate behaviours and remind children and parents of the agreement. Pupils can be ejected from a meeting if they are misbehaving and would be held in the lobby before they could rejoin.	3	2	6	Low
Teacher/Pupil group sessions via Teams	Teachers delivering sessions from home showing their home environment in the background could present a Safeguarding risk by identifying personal effects or home address.	Teachers	2	3	6	Low	Teachers will be instructed to change the background setting with MS teams to a predefined background thus removing the background of their home environment. Lessons to be delivered from the school environment, where possible.	2	2	4	Low
Teacher/Pupil group sessions via Teams	Teachers delivering sessions from home could expose their own children if they are picked up via audio or video on the session.	Teachers	3	3	9	Moderate	Live sessions should be undertaken from school where possible. A sign or notice to be placed on the door of the classroom where lessons are being presented to inform staff and pupils that an event is being undertaken. If live lessons are carried out at home in agreement with the teacher. The teacher must take appropriate steps where practical to ensure they remain uninterrupted by other members of the of the household during the lesson.	2	3	6	Low
Teacher/Pupil group sessions via Teams	Teachers delivering sessions from home or at school could be party to a disclosure from an individual child via a group video session.	Teachers	4	2	8	Moderate	Children are reminded at the beginning of any video session that this is a lesson and any discussions about home life can be done at a different time. Teachers have been instructed that if a child is to disclose something of a personal nature, or teachers can visually see or hear something that they would consider is putting the child at risk, they immediately end the session with the wider group and reconnect with the specific child via the link with an additional member of staff present as a witness. Depending on the nature of the interruption the meeting can be placed on hold, disabling the audio and video capabilities within the meeting for all attendees.	3	2	6	Low
Use of Teams	Pupils can record the Teams sessions and distribute the content	Pupils	4	4	16	High	The record feature has been turned off for pupil accounts. Staff should be instructed to record the video from the start of the event for future reference to the event should it be required.	4	1	4	Low
Use of Teams	Pupils or Parents utilise the features (video,audio,chat) of a scheduled meeting before or after the event to discuss or share inappropriate content.	Pupils	4	3	12	Moderate	Teachers can eject any pupil attendee in the instance of such an occurrence and then have the recorded footage as evidence for disciplinary/criminal proceedings.	4	1	4	Low

Use of Teams	Pupils use the features of Teams in an ad-hoc manner with other pupils without the chairing or control from a Teacher, potentially creating a safeguarding issue	Pupils	4	4	16	High	Staff set the meeting options on ALL meetings, including any historic or future scheduled meetings, so that pupils can only enter meetings via the lobby and the teacher has the control to admit them in.	4	2	8	Moderate
Use of Teams	School staff share sensitive information to the wrong group chat or channel in Teams which is visible to pupils.	Pupils/Parents	3	3	9	Moderate	Once identified, any inappropriate content can be deleted from a channel in Teams. Other methods e.g. e-mail can be retrospectively removed.	3	2	6	Low
Use of Teams	Inability to provide logs/evidence for an investigation in the event of a safeguarding or data breach.		4	4	16	High	All chat conversations, posts on the wall and emails are logged but audio and video sessions are not logged unless the session recorded by the teacher. Staff would be instructed to record all events with pupils and parents. Once the event has been recorded the Teachers would be required to remove permission from other attendees to view the recording. A reference to the meeting is logged including who participated but does not log whether audio/video is used by the participants. After each recorded session a transcript of the session can be downloaded and once converted from a .vtt file can be uploaded on CPOMS if necessary.	3	2	6	Low
Outlook Email	Pupils use the school provided Outlook email to communicate with other pupils or staff in their school and use it for inappropriate means	Pupils/Staff	3	3	9	Moderate	We can restrict making the local school address book visible to pupils but this is a local school decision. If the address book is blocked pupils could send emails to other pupils in other sthelens.org.uk schools if they know or guess their email address. Pupils are made fully aware that all emails can be monitored and re read if an allegation is made and their address will be removed from them as a consequence.	3	1	3	Low
Outlook Email	Pupils use the school provided Outlook email to communicate with other pupils in other schools and use it for inappropriate means		3	2	6	Low	The address book for other St Helens Schools in the sthelens.org.uk domain is blocked. Pupils could send emails to other pupils in other sthelens.org.uk schools if they know or guess their email address.	3	1	3	Low
Outlook Email	Pupils use the school provided Outlook email to send inappropriate content to external bodies.		3	2	6	Low	Pupil accounts are blocked from sending and receiving email to/from external parties.	3	1	3	Low

Office 365	The pupils Office 365 account is hacked and inappropriate content emailed to other pupils or teachers using email addresses from the inbox and sent folders or the schools address book.		3	4	12	Moderate	<p>There are currently no minimum password complexity controls in place, due to the age of the children using the accounts and the challenges implementing a complex password may create. Children are advised to use a password of 5 characters or more.</p> <p>Pupil accounts are not published in any material online or via schools websites, they cannot send or receive email externally and as such the visibility of their accounts online is restricted.</p> <p>Through e safety lessons on a regular basis in school, children are aware to report any inappropriate content immediately to their class teacher. This can also be done on Teams through the chat facility or for parents through the school email address.</p>	3	3	9	Moderate
Office 365	The pupils Office 365 account is hacked and sensitive information obtained.		3	4	12	Moderate	<p>There are currently no minimum password complexity controls in place, due to the age of the children using the accounts and the challenges implementing a complex password may create. Children are advised to implement a password to use a password of 5 characters or more.</p> <p>There is limited personal identifiable information available from within the account. Pupils Name School Class</p> <p>Children are also reminded through e safety lessons to not post sensitive information online</p> <p>Pupil accounts are not published in any material online or via schools websites, they cannot send or receive email externally and as such the visibility of their accounts online is restricted.</p>	2	2	4	Low
Teams	A parent or relative intervening in a meeting in an inappropriate way	Pupils / Staff	3	3	9	Moderate	<p>User can be immediately be removed from the meeting or the meeting ended. This can also be added to the Teams Video charter.</p> <p>The session would be recorded as evidence if an investigation is required.</p> <p>If an incident occurred the protocol would be to not engage in the conversation and either eject the parent or close the meeting down immediately.</p>	2	2	4	Low
Teams / Outlook	A family member accesses a pupils account via a shared device and posts/emails inappropriate content	Pupils / Staff	3	2	6	Low	<p>To be covered by User Acceptance Policy</p> <p>Content posted in Teams can be monitored and removed. Email can be reviewed if an issue is raised.</p>	2	2	4	Low
Teams / Outlook	Screenshots or photographs can be taken from the video session and posted on alternative social media, being made more public.	Pupils/Staff	4	4	16	High	<p>As parts of the Teams Video Charter children click to accept this will not be acceptable and the consequence will be having their account blocked.</p> <p>The behaviour policy is in place to extend the controls to the use of School facilities beyond the schools premises</p>	3	4	12	Moderate

Teams	While sharing a document during a live recording, an alternative document containing sensitive information is shared on the video such as email.	Pupils/Staff	3	3	9	Moderate Before starting a session staff are required to check their desktop to ensure there are no minimised documents available that are not required during the session. Staff will follow a set checklist before starting any video session.	3	2	6	Low
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