

## Caastlefields Primary School Safeguarding and Child Protection Policy - Covid-19 Addendum Summary

### Vulnerable Pupils

The definition of vulnerable pupils, in relation to this annex, refers to those who have a Social Worker, including children who have a Child Protection Plan and those who are looked after by the Local Authority. It also refers to those children where professionals are concerned that they may be at increased risk of significant harm if they are not in school. This could be due to contextual safeguarding issues and existing or new pressures within a family household.

### Assessment of Risk

All vulnerable pupils have been identified based on potential risk and gradings have been given to these pupils in order of priority:

- Red – most risk of harm or neglect and fewest protective factors – this includes those pupils on a Child Protection Plan and Looked After Children
- Amber – a moderate risk of harm, but with some protective factors – this includes those pupils on a Child in Need Plan
- Green – some concerns escalating or unmet needs – this includes those pupils with Education, Health and Care Plans (EHCPs) and those receiving Early Help support

Pupils graded as 'red' or 'amber' will be contacted by phone twice weekly, whilst those graded as 'green' will be contacted by phone on a weekly basis. The member of staff making the phone call will, ideally, speak to both the parent/carer and the pupil to ascertain that the child is safe and if any further support is required. If using their personal phone, staff should hide their caller identification. It is also acceptable for staff to email parents/carers and pupils, using their school account.

A record of all contact with vulnerable pupils and their parents/carers should be made and retained in accordance with current regulations. This record should be made on the document stored on the shared area and include any concerns or worries raised by the child or parent/carer and any actions that need to be undertaken

### Reporting Concerns

All staff must understand the continued importance of acting immediately on any safeguarding concerns. If a member of staff has a concern about a child, they should contact:

Jackie Hampson – Designated Safeguarding Lead – [head@castlefields.org.uk](mailto:head@castlefields.org.uk)

Rebecca Lee – Deputy Designated Safeguarding Lead – [r.lee@castlefields.org.uk](mailto:r.lee@castlefields.org.uk)

Karen Wills – Deputy Designated Safeguarding Lead – [k.wills@castlefields.org.uk](mailto:k.wills@castlefields.org.uk)

One of the Designated Safeguarding Leads will be available during school hours to respond to any safeguarding concerns. If the concern relates to a pupil attending school, and there is no Designated Lead on the premises, the member of the Senior Leadership Team on duty will contact Jackie Hampson or Rebecca Lee.

If a pupil is expected to attend school, but does not arrive, normal procedures should be followed. This would involve staff trying to contact parents/carers to ascertain the reason for the child's absence.

Any concerns of significant harm should be reported to FPOC on 0345 6789021 or the child's Social Worker, if they have one. If staff feel the child is at risk of immediate harm, they should report this to the police. For non-urgent welfare concerns, with parental consent, school can email the MARF to [compass.referrals@shropshire.gov.uk](mailto:compass.referrals@shropshire.gov.uk).