Child protection and safeguarding: COVID-19 addendum

Cleves Academy

Created on	January 2022
Created by	Craig Smith
Review Cycle	3 months
Next Review Date	April 2022

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding leads (DSL)	Chris Hodges Craig Smith Hugh Thomas	07525 025648 07740 336161 or 01932 788096 07811 210322
Designated member of senior leadership team if DSLs can't be on site	Emma Turner	07956 058683
Headteacher	Chris Hodges Craig Smith – Deputy Headteacher	07525 025648 07740 336161 or 01932 788096
Local authority designated officer (LADO)		0300 200 1006
Chair of governors	Susan Foster	07930 546478

1. Scope and definitions

This addendum applies during any period of school closure due to COVID-19.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

> Have a social worker, including children:
> - With a child protection plan
> - With a child in need plan
> - Looked after by the local authority
>
> Have an education, health and care (EHC) plan
>
> Have been assessed as otherwise vulnerable, e.g those who are:
> - On the edge of receiving support from children's services
> - Adopted
> - At risk of becoming NEET (not in employment , education or training)
> - Living in temporary accommodation
> - Young carers
> - Considered vulnerable by the school of LA

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

> The best interests of children must come first
>
> If anyone has a safeguarding concern about any child, they should continue to act on it immediately
>
> A designated safeguarding lead (DSL) should be available at all times (see section 4 for details of our arrangements)
>
> It's essential that unsuitable people don't enter the school workforce or gain access to children
>
> Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL arrangements

We aim to have a trained DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL can't be in school, they can be contacted by: Chris Hodges (Headteacher) can be contacted on 07525 025648, Craig Smith (Deputy Headteacher) 07740 336161 or Hugh Thomas (DSL 07811 210322). If you are concerned about a child and a DSL is not in school, you should contact one of the above by phone immediately.

We will keep all school staff and volunteers informed by email as to who will be the DSL on any given day, and how to contact them.

We will ensure that DSLs, wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader who is always on site, will take responsibility for co-ordinating safeguarding and will contact one of the DSLs by phone if you are unable to. This will be Emma Turner (Business Manager) who can be contacted on 07956 058683

The senior leader will be responsible for liaising with the off-site DSL to make sure they (the senior leader) can:

> Identify the most vulnerable children in school

> Update and manage access to child protection files, where necessary

> Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with our 3 local safeguarding partners, children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

> The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

> Follow up on their absence with their parents or carers, by contacting them at the earliest opportunity. Gemma Clarke our welfare officer will make this contact.

> Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. Parents are sent SIMs contact records to review and update annually and are reminded via the school website to keep these details up-to-date where changes occur.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact Plans

We have regular contact plans in place for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

> They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or

> They would usually attend but have to self-isolate

We have agreed these plans with children's social care where relevant, and will review them on a weekly basis.

If we can't make contact, we will contact children's social care or the police as necessary or appropriate.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return from lockdown or any other period of self-isolation.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school as outlined in the school's E-safety policy.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing code of conduct and IT acceptable use policy. The following technology and platforms will be used by teaching staff to set work and communicate with the children; Google Classroom, Google Meets, Google Email and other platforms such as Seesaw. Live video streaming will not be used unless permission is given by the headteacher in advance,

Reference is to be made to the remote learning policy for further guidance.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers, through regular updates and regular correspondence:

> Are aware of the potential risks to children online and the importance of staying safe online
> Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
> Know where else they can go for support to keep their children safe online (the school website details further resources to assist parents/carers with this and our weekly newsletter contains a weekly article on an aspect of online safety)

12. Mental health

12.1 Children returning to school

Staff will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Where possible, we will continue to offer support for pupil mental health for all pupils through our usual approaches of pastoral meetings, counselling and play therapies.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

> A safeguarding induction
> A copy of our children protection policy (and this addendum)
> Keeping Children Safe in Education part 1

15. Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

> Everyone working or volunteering in our school each day
> Details of any risk assessments carried out on staff and volunteers

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

> The reason(s) why the child is considered vulnerable and any arrangements in place to support them
> The child's EHC plan, child in need plan, child protection plan or personal education plan
> Details of the child's social worker
> Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3 months by the headteacher. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

> Child protection and safeguarding policy
> Staff Code of Conduct

- IT acceptable use policy
- Health and safety policy
- E safety policy
- Remote Learning Policy