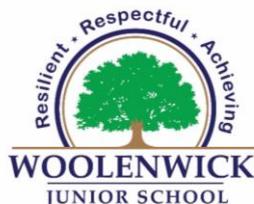


# Child protection and safeguarding: COVID-19 addendum

Woolenwick Junior School



<b>Approved by:</b>	T. Koser & Gertrude Acheampong	<b>Date:</b> 07/04/2020
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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mark Borland	<a href="mailto:DSP@woolenwickjm.herts.sch.uk">DSP@woolenwickjm.herts.sch.uk</a> 01438216565
Deputy DSL	Jackie Birch	<a href="mailto:DSP@woolenwickjm.herts.sch.uk">DSP@woolenwickjm.herts.sch.uk</a> 01438216565
Designated member of senior leadership team if DSL (and deputy) can't be on site	Tasleem Koser Acting Headteacher	<a href="mailto:Admin@woolenwickjm.herts.sch.uk">Admin@woolenwickjm.herts.sch.uk</a> 01438216565
Local authority designated officer (LADO)	Hertfordshire	<a href="http://www.intra.thegrid.org.uk/info/welfare/child_protection/allegations/lado.shtml">http://www.intra.thegrid.org.uk/info/welfare/child_protection/allegations/lado.shtml</a>
Chair of governors	Gertrude Acheampong	

This addendum reflects any updated advice received from our 3 local safeguarding partners, and from your local authority (for example 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).

Our safeguarding partners are: The lead representatives for safeguarding partners are: the local authority chief executive, the accountable officer of a clinical commissioning group, and a chief officer of police. All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements.

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners and local authority (LA) Hertfordshire County Council.

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
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan

## 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) or deputy 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, both for children still attending school and those at home.

Changes to our standard reporting procedures: It is our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

We 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). All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

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 (and deputy) arrangements

We aim to have a trained DSL or deputy 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 (or deputy) can't be in school, they can be contacted remotely using the contact numbers in the above section. Alternatively, by email : [DSP@woolenwickjm.herts.sch](mailto:DSP@woolenwickjm.herts.sch)

We will keep all school staff and volunteers informed by [email/school comms/the school website] as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), 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 will take responsibility for co-ordinating safeguarding. This will be Mrs Tasleem Koser, Acting Headteacher. You can contact her at [Head@woolenwickjm.herts.sch.uk](mailto:Head@woolenwickjm.herts.sch.uk) and on 01438 216565.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) 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
- Check in with the Holiday Club provision over the holiday period and ensure that risk assessments are in place.

## 5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

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

- Our 3 local safeguarding partners
- 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

The following is currently in place:

We recognise the continued importance of working with children's social workers and virtual school heads (VSH) for looked-after and previously looked-after children and this will be monitored and undertaken by the DSL/DDSL who will make contact with the relevant stakeholders and continue to work remotely with them to establish and work on any imminent needs. They will also liaise together on a weekly basis to identify pupils either on site or at home, whom they should check in with to ensure that parents are well supported. Particular attention would be given to the following key groups:

- Children who are on a child protection plan- (weekly check ins)

- Children who are deemed as 'vulnerable' and have been part of ongoing safe-guarding monitoring checks and updates- (fortnightly check ins)

-Children for whom the school has concerns- (regular check ins as per the level of concern)

In addition to the above, the school will check in with families who are particularly known to the school as families who may be struggling for a variety of reasons including (but not exclusive): parents/carers with

health issues, families with mental health concerns, medical concerns, particularly low levels of deprivation etc.

## 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 sending them emails to check in with them/call them using the numbers provided
- 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. We will be using amongst the following methods to communicate: the school comms, school website, emails available to us and calling parents.

## 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 – about both children attending school and those at home.

All staff working with children will have read the policy including the Indicators of Abuse and Neglect- (see Appendix 4)

## 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/volunteers working on site or remotely.

It is vital that we ensure that all staff and volunteers act immediately on any safeguarding concerns in accordance with section 5 of this policy- outlining 'When to be concerned' and to follow the procedures identified as per section 9 of this policy outlining the procedures to follow. Please refer to the flowchart in Appendix 3 for quick reference.

It is our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

The school has a risk assessment in place for procedures and protocol during COVID 19 and this has been added to, to reflect the provision for the Holiday Club in light of the COVID 19. The Holiday Club will be following the guidance set out by the school in addition to the risk assessments they have in place for their activities.

DBS checks have been carried out for all members of staff working in the school and working with children within the school. The SCR will reflect any members of staff in school and include all necessary risk assessments that have been carried out for them.

Rotas are in place to show which members of staff will be working with the children and the number of staff in the building- but we recognise that these may change due to the virus. Due to this, contingency plans include allocating additional members of staff to the rota in order to ensure that sufficient staff members are available. These additional members may well be re-deployed as per the numbers required and could change daily.

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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## 9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. Key groups of children whom this may include has been highlighted in section 5.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

## 10. Contact plans

We have contact plans 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

Each child has an individual plan which sets out :

- How often the school will make contact – dependent on need
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, school emails or a combination of both- maintaining safeguarding protocol- not sharing personal numbers/emails

Marvellous me check in messages to go out weekly

These contact plans will be discussed between the DSL and DDSL and agreed between them.

We have agreed these plans with children's social care where relevant, and will review them as per the individual needs of the child/family.

If we can't make contact, we will make contact with the social care worker, relevant authority as per the need of the child/family.

## 11. 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 line with the procedures set out in section 3 above. For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

## 12. Online safety

### 12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to contact the PA to the Headteacher (Justine Terry)/ Office manager (Suzy Armstrong) in order for them to liaise with extranet and gain support.

See risk assessment.

### 12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy. Please see the Risk Assessment with online safety info.

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.

Refer to the school's website for links to wellbeing/safeguarding support like: educational

### 13.3 Working with parents and carers

We will make sure parents and carers:

- 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
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

This will be done via email/school comms updates to parents and through the signposts on the school website

## 13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our DSL/DDSL will be available to talk to and here is a link which the government have provided with some guidance. <https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

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.

## 14. Staff recruitment, training and induction

### 14.1 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.

## **14.2 Staff 'on loan' from other schools**

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These risk assessments will be undertaken in collaboration with the Acting Headteacher – Tasleem Koser and the loaning school.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

## **14.3 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

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

## **14.4 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, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## **15. Children attending other settings (school closure)**

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.

Schools will not be closing down – regardless of any confirmed or suspected cases of COVID 19 at this point. The school will only close if directed to do so by Public Health.

## **16. 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 3-4 weeks by Tasleem Koser, Acting Headteacher. At every review, it will be approved by the full governing board.

## **17. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- Visitors and volunteers code of conduct
- Internet use: for staff/visitors/governors policy
- Health and safety policy
- E-safety safety policy
- Computing policy including data protection
- Home school agreement
- Whistleblowing policy
- Risk assessment for COVID 19 related symptoms/illness and protocol
- Safeguarding policy