

## 1. Scope and definitions

This addendum applies from the start of the second autumn half term 2020. It sets out changes to our normal Child Protection and Safeguarding Policy in light of the current coronavirus situation, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

Are assessed as being in need, 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 by educational providers or the local authority, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable by the school and/or Local Authority

## 2. Core safeguarding principles

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education.

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times

It is 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

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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 at school and those at home.

### **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 the Child Protection and Safeguarding Policy.

If our DSL (or deputy) cannot be on site, they can be contacted remotely by telephone or email.

On occasions where there is no DSL or deputy on site, a senior member of staff will take responsibility for co-ordinating safeguarding.

The senior leader will be responsible for liaising with our 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

### **5. Working with other agencies**

We will continue to work with 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.

### **6. Monitoring attendance**

We have resumed taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers
- Notify their social worker, where they have one

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.

### **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.

## **8. Concerns about a staff member, supply teacher 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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **9. Contact plans**

We have documented contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week
- 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, doorstep visits, or a combination of both

We have agreed these plans with children's social care where relevant, and will review them in light of any changes.

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

## **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 line with the procedures set out in section 3 above.

### **10.1 Children returning to school from Coronavirus absence**

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.

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.

### **10.2 Children at home**

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The school will maintain in contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. All contact will be logged.

Staff will look out for signs like:

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

## **11. Online safety**

### 11.1 In school

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

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct and E Safety Policy.

A staff member is allocated to help staff, parents and pupils with any technical issues they are experiencing during remote learning

Staff will only use school equipment to deliver remote learning and not share these devices with family or friends. Staff must keep devices password protected and lock devices when inactive.

Teachers must record all attendance in lessons on Google Classroom and must record all communication with parents on a contact form. Staff must record any concerns on a concern form. Communication with pupils and parents must only take place during school hours.

### **11.3 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, where relevant, 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

## **12. Mental health**

### 12.1 Children returning to school

Staff and volunteers 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.

### 12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils and we will keep in touch with them regularly.

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

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures.

**13. Staff and volunteer recruitment**

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

**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 in line with the expectations of Keeping Children Safe in Education.

**15. Monitoring arrangements**

This addendum will be reviewed as guidance from the 3 local safeguarding partners, the Local Authority or Department for Education is updated, and as a minimum every half term.

**16. Links with other policies**

This policy links to the following policies and procedures:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Health and Safety Policy
- E Safety policy
- Curriculum Policy
- Anti-Bullying Policy