

Child protection and safeguarding: COVID-19 addendum

DRAFT

Reviewed by:

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Next review due by:

1st November 2020

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the DfE and Wiltshire local authority and its safeguarding partners: the police and clinical commissioning group.

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

Terms: DSL (Designated Safeguarding Lead) **DDSL** (Deputy Designated Safeguarding lead)

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf

The new KCSIE will come into effect from 1st September 2020. The TMAT CP/SG policy will be revised in accordance with any changes. All staff will be briefed on the changes during INSET at the beginning of September and be required to read part 1 and Annexe A.

Although we are operating in a different way from 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 coact on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- 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

From 1st September 2020 The Trust is initiating the use of CPOMS for staff to report concerns about children. The system using 'Whisper' will cease.

All staff, volunteers and visitors 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 who may be at home.

All staff will use the new CPOMS system to report a concern (or behavioural incident) – **as always any urgent concerns are to be reported immediately to the DSL/DDSL** and followed up via CPOMS. If unavailable, please contact Kirsty Jamieson Head of Inclusion or Lindsay Palmer Head of Teaching School.

Volunteers, visitors and supply staff will go the office for confirmation of who to report to that day. The DSL/DDSL will then record onto CPOMS.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. They receive notification of any CPOMs concerns/incidents as soon as they are reported by staff.

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

As above, if unavailable, please contact Kirsty Jamieson Head of Inclusion or Lindsay Palmer Head of Teaching School.

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

6. Monitoring attendance

Current Government and Wiltshire guidance for recording attendance is followed.

Where any child we expect to attend school from 1st September doesn't attend, or stops attending we will:

- Follow up on their absence with their parents or carers, by phone
- Notify their social worker, where they have one
- Follow normal procedures for non-attendance reporting

7. Concerns about a staff member, volunteer, visitor or supply teacher

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/visitors/supply teachers working on site or remotely.

We will follow Wiltshire guidance on Allegations Against Adults and will refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS) when appropriate.

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.

8. Support for children who may not be physically attending school

Some children may be required to self-isolate or be too ill or medically vulnerable to come to school. These children will be monitored and a contact plan will be put in place.

Contact plans:

Each child would have an individual plan which sets out

- How often the school will make contact – this will be at least once a week, see below. However, some families will be contacted more regularly according to current concerns.

- 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.

RED children:

most risk of harm or neglect and fewest protective factors (would include those with a child protection plan)

- SLT Link to ring social worker **once a week** for updates and input into CPOMs
- SLT Link to ring the family **at least once a week** (in practice this may be daily) and ask for a general update and input into CPOMs
- **SLT to update social worker** of any concerns

AMBER children:

a moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need'; and those with a social/Key worker)

- SLT Link to ring social worker or keyworker **once a week** for updates and input into CPOMs
- SLT Link to ring the family **once a week** and ask for a general update and input into Cloud
- SLT to update social worker or keyworker or MASH if any concerns
- **YOUNG CARERS:** Member of Inclusion team to ring family **once a week** and input any concerns into CPOMs
- **SLT to contact MASH** if necessary regarding any concerns raised

BLUE children:

some concerns, escalating or unmet needs; or have been red or amber and need monitoring.

- School Link Worker to ring the family **once a week** and ask for a general update and input into CPOMs
- School Link Worker to **email SLT** if any concerns and draw their attention to the CPOMs
- **SLT to contact MASH** if necessary regarding any concerns raised

PURPLE children:

potentially vulnerable children, financial concerns, mental health or split families

- School Link Worker to ring the family **once a week** and ask for a general update and input into CPOMs
- School Link Worker to **email SLT if any concerns** and draw their attention to the CPOMs
- **SLT to contact MASH** if necessary regarding any concerns raised

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

9. 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 check-ins or contact calls

Children at home 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.

10. Online safety

10.1 In school

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

10.2 Outside school

Where staff are interacting with children online, they will continue to follow our updated Staff Code of Conduct and IT acceptable use policy. Guidance for the protocols around the use of IT for home contact and learning is shared with staff and updated whenever any new information requires changes.

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.

10.3 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

11. Mental health

KCSIE September 2020 includes a particular focus on mental and physical health and well-being. We recognise that school is a protective factor for children and young people and the current circumstances can affect the mental health of pupils and their parents/carers. We will signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for any 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.

12. Staff recruitment, training and induction

12.1 Recruiting new staff, supply teachers 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.

12.2 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)
- A copy of Keeping Children Safe in Education part 1 September 2020 and Annex A
- An update for all staff in term 1

We will decide on a case-by-case basis what level of safeguarding induction supply staff will 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

12.3 Keeping records of who is 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.

Staff and visitors to the school will continue to log in at the office

13. Monitoring arrangements

This policy will be reviewed by Kirsty Jamieson Head of Inclusion & Safeguarding. At every review, it will be approved by Trustees.

14. Links with other policies

This addendum links to the following policies and procedures:

- Child protection policy – being revised September 2020 in line with KCSIE 1st September 2020
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Behaviour policy and COVID addendum updated September 2020
- Whistle blowing policy updated March 2020