

Safeguarding – Covid-19 Appendix



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	AHT (HLo)
DATE APPROVED BY Head/SLT	October 2020
GOVERNING BODY OR COMMITTEE RESPONSIBLE	FGB
DATE OF FULL GOVERNING BODY APPROVAL	8th October 2020
REVISION DUE DATE	October 2021

Safeguarding Policy – DURING THE C19 PANDEMIC

UPATED OCTOBER 2020

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Kathryn Marhsall Helen Loveday	kmarshall@noadswood.hants.sch.uk hloveday@noadswood.hants.sch.uk 07957 406280
Deputy DSL	Dave Crowley, Jane French, Di Ward, Louise Fitzgerald	
Designated member of senior leadership team if DSL (and deputy) can't be on site	Helen Loveday to be contacted in the event of any safeguarding concerns	
Headteacher	Kathryn Marhsall	kmarshall@noadswood.hants.gov.uk
Local authority designated officer (LADO)	Mark Blackwell	mblackwell@hants.gov.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, **and refers to full or part closures (including self isolating children, part bubble closures or full school closure)** and reflects updated advice from our local authority (LA) Hampshire 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.

All staff should continue to log any concerns via CPOMS or, if there is an issue with this, directly to Helen Loveday using the details given on page 1 of this document.

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

Our DSL, Helen Loveday, is 'on call' to discuss any safeguarding concerns at all times throughout this period of closure. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all school staff and volunteers informed by email if there are any changes to this arrangement.

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 Helen Loveday. You can contact them on 07957406280.

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

4. Contact with students via phone call or Microsoft Teams

As part of our ongoing teaching and learning plan and delivery of pastoral care, it is important that all staff know how to effectively safeguard themselves and our students whilst contacting students; safeguarding remains the highest priority.

Whilst contacting students by phone we ask all staff:

- To communicate using only the phone number of a parent or carer as stated on SIMS or Epraise. Staff **should not** take details of a student's personal mobile number but arrange for all contact to go through the parent or carer.
- To communicate with the student only when the student is in a public location around their home whereby the call can be overheard by a parent or carer.
- To respect privacy of both our staff and our school community, we ask that all phone calls are made between 8.00am and 5.30pm.
- Staff should not share personal details with the parent or student.
- If using personal home or mobile phones, staff should withhold their number. Guidance of how to do this can be found in the email correspondence sent on Wednesday 3rd June 2020 by DCr and is available on Frog. We would welcome any staff to make the appropriate arrangements to make their phone calls from school site.
- At time of writing, 4th June 2020, no staff should be engaging with any pupils via zoom, facetime Microsoft Teams (excluding the programme of live lessons) or any other such platforms, without seeking permission from Helen Loveday (DSL) **prior** to contact. We are using such programmes for a small number of students who are receiving virtual ELSA or pastoral check ins.
- When using Microsoft Teams, staff should ensure they have written permission from the parent/carer **before** conducting the meeting. This can be done via email or epraise. When meeting virtually with children staff should **should not** hold conversations with students whilst they are in their bedroom. We ask that staff always speak to a parent or carer before commencing their discussion with the student to ensure these measures are in place. In circumstances where it is appropriate, we encourage staff to conduct their meeting with one other member of staff.
- Staff should follow our normal safeguarding procedures and report any concerns straight away via CPOMs or, if urgent, by contacting Helen Loveday on 07957 406280.
- **In the event of the delivery of live lessons, our normal safeguarding procedures should apply with all concerns being reported via cpoms.**

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:

- 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

We will continue to follow our normal attendance procedures throughout a partial lockdown.

Where any child we expect to attend school during a partial closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by telephoning on the first day of absence. It will be the responsibility of the member of staff on duty to complete the register, alerting the senior leadership team if any student is absent.
- Notify their social worker, where they have one. This will be done by Helen Loveday or the relevant House Leader.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school and ensure correct coding for those who are self-isolating or who have a positive diagnosis of Covid 19.

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. These details can be found on SIMS or E-Praise.

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 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.

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

In the case of a full or partial closure, 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. These students have been identified in the 'Vulnerable Students Contact' document that has been shared with the pastoral team and Senior Leadership Team. **We will revisit this document in the case of a partial closure.**

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 – 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 periodically throughout the closure.

If we can't make contact, we will follow our usual safeguarding procedures and contact children's services and/or the police as necessary.

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 phone 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. This is checked daily by Luke Wells and Helen Loveday through our Smoothwall filtering system.

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.

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.

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

13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will include remote ELSA sessions as well as regular phone contact with key pupils as listed in our 'Vulnerable Students during Closure' document.

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.

14.3 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

before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy