

Child Protection & Safeguarding: COVID-19 Addendum



Approved by:	E. Holden (As an Interim Measure)	Date: 10th April 2020
Shared with Safeguarding Governor:	Andrew Morris	Date: 20th April 2020
Shared with DSL:	Rebecca Dempsey Matthew Wigman	Date: 20 th April 2020
Shared with Staff:	---	Date: 21st April 2020

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Important contacts

ROLE	NAME
Designated Safeguarding Lead (SL)	Elaine Holden eholden@hindsford.wigan.sch.uk
Deputy Designated Safeguarding Lead (DSL)	Rebecca Dempsey rdempsey@hindsford.wigan.sch.uk Matthew Wigman mwigman@hindsford.wigan.sch.uk
Designated Member of Senior Leadership Team if SL / DSL can't be on site	Clare Ball cball@hindsford.wigan.sch.uk Janet Mitchell jmitchell@hindsford.wigan.sch.uk
Headteacher	Elaine Holden
Designated Officer - Allegations (Previously LADO)	Diane Kitcher 01942 486042 or 01942 828300 lado@wigan.gov.uk
Chair of Governors Safeguarding Governor	Andrew Morris a2cloud@icloud.com Andrew Morris a2cloud@icloud.com

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the following safeguarding partners: Wigan Council, Greater Manchester Police and the DfE.

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:

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with Education, Health and Care (EHC) Plans.

- Those who have a Social Worker or Start Well Worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or have otherwise been deemed to meet the definition in Section (17) of the Children Act 1989.
- Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if

necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

- Hindsford Primary School will continue to work with and support children's social workers and other connected professionals to help protect vulnerable children. This includes working with and supporting children's Social Workers and the Local Authority.
- There is an expectation that vulnerable children who have a Social Worker or Start Well Worker will attend an education setting, so long as they do not have underlying or complex health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the Social Worker and Safeguarding Lead / Deputy Safeguarding Lead will explore the reasons for this directly with the parent.
- Where parents are concerned about the risk of the child contracting COVID-19, the Headteacher/Deputy Headteacher or the child's Social Worker or Start Well Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Our school, Hindsford Primary will encourage our vulnerable children and young people to attend school or access the remote learning that is being provided.

2. Core Safeguarding Principles

As a school, 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 Safeguarding Lead (SL) or Deputy Safeguarding Lead (DSL) should be available at all times (See Section 4 for details of our arrangements)
- It's essential that unsuitable people do not 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.

Where staff have a concern about a child, they should continue to follow the existing process outlined in the school Safeguarding Policy which is to record all concerns on C-POMS and inform the SL or DSL directly if immediate attention/action is required.

4. SL & DSL Arrangements

We aim to have a trained SL or 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 SL / DSL can't be in school, they can be contacted remotely by the e-mails at the beginning of this policy.

If our SL / DSL is unavailable, then a member of the SLT should be contacted.

The Senior Leader will be responsible for liaising with the off-site SL / DSL to make sure they 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, and looked-after and previously looked-after children.

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

- Our 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

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 a phone call from the pastoral team member on site that day.
- Schools need to complete the DfE Attendance Recording daily and send these with information on your contacts to the Local Authority, this will be undertaken by the School Business Manager on site each day.
- To support the above, the staff members will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hindsford will notify their Social Worker or Start Well Worker.

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. At present this has taken place for the children that we have on our attendance registers.

7. Peer-On-Peer Abuse

Hindsford Primary School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the existing Child Protection Policy

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

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

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 and at present the Designated Officer (Allegations) is still contactable in the same way (previously known as LADO)

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 Are Not Classed As ‘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.

As the school is running remotely with daily contact via the class teacher with the children and parents, if the class teacher does not receive any communication back from their messages, they will first try to make contact via the telephone to check if everything is well. If concerns are raised from this contact or contact is not able to be made then the class teacher will seek advice from the Learning Mentor on how to contact this family.

10. Supporting Children Not In School

Hindsford remains committed to ensuring the safety and wellbeing of all its children.

The School SL / DSL will have contact details for the Social Worker or Start Well Worker for any child who is open to those services and a communication plan between the school and those professionals specific to the COVID-19 arrangements period will be implemented.

Parents can continue to contact school with regard to any need by contacting the school office on 01942 882409 or Email enquiries@admin.hindsford.wigan.sch.uk or contact the class teacher via dojo.

At Hindsford we will ensure that where we care for the children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be be-spoke to each child.

Where there are concerns about the impact of staff absence – such as our Designated Safeguarding Lead or First Aiders – the Headteacher will discuss them immediately with the Chair of Governors and / or the Local Authority.

11. Safeguarding for Children Not Attending School

11.1 Agreement Arrangements

For children with a social worker and children who we have safeguarding concerns that are attending school due to the parent or social worker deciding that this is not the best option or if due to the family isolation then the school will agree with social services what communication will take place with this family which will include the who, how and how often this will take place.

This will be agreed between school and social services, who will be in regular communication with each other.

11.2 Safeguarding All Children

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

Staff 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).

12. Online Safety

12.1 In School

Children and Staff will not use their mobile phones or devices into school and if they do bring them in they will be given to the front office as normal.

Children will be using the school IT Equipment in school but this will be under the same guidance and child protection procedures as when the school is fully open.

12.2 Outside School

Where staff are interacting with parents online, they will continue to follow our existing IT and safeguarding policies and it will be using either dojo or the school Facebook messaging site which can be monitored by several staff.

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.

12.3 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, this is taking place via notifications on the school Facebook site
- 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 and will regularly carry out fun activities and celebrations on dojo and Facebook to keep spirits up and offer time out and fun events.

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. Please note that NO volunteers will be used during the current partial closure.

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

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, though these volunteers will only start once the school is fully open again.

14.2 Staff 'On Loan' From Other Schools

At present this does not apply to our setting, however, should circumstances change:

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.

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 that any new staff member are aware of changes to our procedures and local arrangements. We do not have plans for any new staff to start work during the school closure, however, should circumstances change:

New staff will continue to receive:

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

Should the circumstances change, 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 is on Site

We will keep a record of which staff 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.

15. Children Attending Other Settings

Although, the school does not currently have anyone attending another provision, if these arrangements change, the following procedures will follow:

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 and vice-versa if they are using our setting as a temporary setting.

Wherever possible, our SL / DSL 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

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

16. Monitoring Arrangements

This policy will be reviewed as guidance from the local safeguarding partners and guidance from the DfE is updated, and as a minimum every 3-4 weeks by Elaine Holden.

At every review, it will be shared with the Safeguarding Governor and all Stakeholders, any recommended changes will then be discussed and changes made accordingly.

17. Mid-Year Admissions

All mid-year admissions should be processed in the normal way. School will put allocated children on roll and follow the process during this time for their offer and registration i.e. if they are on roll but can stay at home use the usual mark, if we deem them vulnerable again we will follow the process as you would for a child that you would usually and as described in the attached document.

18. Links with Other Policies

This policy links to the following policies and procedures:

- Child Protection Policy
- Staff Code of Conduct Policy
- IT Acceptable Use Policy
- Health and Safety Policy
- Online Safety Policy
- Inclusion Policy
- Induction Policy

