Safeguarding & Child Protection Policy Addendum: Covid-19 for Northchapel Primary School

This policy addendum was adopted on: April 2020

The policy will next be reviewed in on: September 2020

The Designated Safeguarding Lead in this school is:

NAME: Ms Deborah Coggin

The Deputy Safeguarding Lead in this school is:

NAME: Mrs Sarah Noble

Additional core members of the safeguarding team are;

NAME: Mrs Heather Lucas – Safeguarding Governor

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1   KEY CONTACTS

1.1 Designated Safeguarding Lead in our school: Ms Deborah Coggin

1.2 Deputy Designated Safeguarding Lead(s):   Mrs Sarah Noble

1.3 Safeguarding Governor in our school: Mrs Heather Lucas

1.4 West Sussex Multi-Agency Safeguarding Hub:

Tel: 01403 229900
(Out of Hours – 0330 222 6664)
MASH@westsussex.gov.uk

1.4.1 From Monday 19th August 2019 referrals in to MASH should be made on the following web-based forms which can be accessed by:

Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult

Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild

(IT SHOULD BE NOTED THAT REFERRALS CAN BE MADE TO MASH ON BOTH THE NEW ON-LINE FORM AND BY EMAILING A REFERRAL FORM. IN DUE COURSE AND WITH NOTCIE FROM MASH, THE ONLY ROUTE TO REFER TO MASH WILL BE THE ON-LINE FORM)

1.5 Local Authority Designated Officers (LADO):

Jenny Coker
01403 229900 Jenny Coker@westsussex.gov.uk

Assistant LADO
Claire Coles
01403 229900 Claire.Coles@westsussex.gov.uk

1.6 Safeguarding in Education Team 03302 224030
Safeguarding.Education@westsussex.gov.uk

2 SCOPE AND DEFINITIONS

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the DFE and local authority (LA) West Sussex 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

3 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 5 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

4 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.

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.

5   DSL (AND DEPUTY) ARRANGEMENTS

We aim to have a trained DSL or deputy DSL on site wherever possible, if not they must at least be contactable in line with LA recommendations. 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 by: 07728535636 DSL or 07940557717 Deputy DSL

We will keep all school staff and volunteers informed by email or text 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 Sarah Barnwell or Julia Edwards. You can contact them by: email bursar@ northchapelprimary.co.uk & 01428 707352 and Jedwards@northchapelprimary.co.uk

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

6   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 guidance is currently in place:

Regular contact with the families of all vulnerable families, those with a Social Worker.

7   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 telephone or home visits to the doorstep

> 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.

Administration staff will monitor this regularly when parent/carers are not contactable.

8   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. They should alert the DSL or Deputy immediately.

Teachers will be responsible for keeping contact with children and families through the online platform ClassDojo, email and telephone (from school)and alert DSL's of any concerns.

9   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.

10 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. These maybe children who previously had a social worker or a young carer. They may not have met the threshold for a referral but where staff have raised concerns. These may also be children of families who are receiving 'Early Help'.

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

11 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 in discussion with the social worker.

If we can't make contact, we will notify the social worker.

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12 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

Children are likely to be spending more time online during this period – see section 13 below for our approach to online safety both in and outside school. See section 14 below for information on how we will support pupils' mental health.

13 ONLINE SAFETY

In school

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

Staff will report any concerns to the DSL or Deputy and they will work with IT providers JSPC to update any filters required.

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.

Communication should always be through the parent teacher message application in ClassDojo remote learning platform or parents' email.

Pre-recorded videos will be approved by the Headteacher on the ClassDojo app.

Teachers may not use video calls with pupils. Teachers may telephone students via the parent first and have permission to speak with the pupils.

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 4 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.

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 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

14 MENTAL HEALTH

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

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.

15 STAFF RECRUITMENT, TRAINING AND INDUCTION

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.

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

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' with Chartwells.

> Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

The signing in book will continue and the administration staff will keep a record of staff to submit to the DFE daily.

16 MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the LA or DfE is updated, and as a minimum every 3-4 weeks by the Headteacher/DSL. If changes need to be made, it will be approved by the governor responsible for safeguarding and then by the full governing board.

17 LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:
> Child protection policy

> Staff [behaviour policy/code of conduct]

> IT acceptable use policy

> Health and safety policy

> Online & Digital safety policy

> whistle-blowing

> Behaviour and Well-Being Policy