Child protection and safeguarding: COVID-19 addendum

Henleaze combined Infant and Junior Schools

	Approved by:	Date:
Henleaze Infant School	Gemma Fricker Headteacher	05.04.2020
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Henleaze Junior School	Adam Barber Headteacher	06.04.2020
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Last reviewed on:	~~09.04.2020~~ ~~01.05.2020~~ ~~13.7.20~~ 8.1.21 8.1.21	
Next review due by: 21.9.20		

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs gemma FrickerHIS	headhenleazei@bristol-schools.uk or henleazei@bristol-school.co.uk
	Mr Adam Barber HJS	safeguarding@henleazejuniorschool.co.uk or office@henleazejuniorschool.co.uk
Deputy DSL	Mrs Ruth Gibson	henleazei@bristol-school.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Becci Simmons	henleazei@henleaze-inf.bristol.sch.uk
Headteacher	Mrs Gemma Fricker HIS Mr Adam Barber HJS	henleazei@bristol-school.co.uk office@henleazejuniorschool.co.uk
Local authority designated officer (LADO)	Nicola Laird T: 0117 9037795	
Chair of governors	Janet Bremner HIS Tamsin Alexander HJS	henleazei@bristol-school.co.uk cog@henleazejuniorschool.co.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners in the Keeping Bristol Safe partnership and Bristol local authority (LA).

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.

Schools have arranged Single Sign On (SSO) access to CPOMS so information about children from both schools can be recorded and shared.

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

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 this addendum.

If our DSLs (or deputies) can't be in school, they can be contacted remotely by emailing [safeguarding@henleazejuniorschool.co.uk]() or [safeguardinghenleazeinfants@bristol-schools.uk]() or via their mobile phones which have been circulated to joint staff.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day.

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, the most senior staff member will take responsibility for liaising with the off-site DSL (or deputy) about 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

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

The following guidance is currently in place: https://bristolsafeguarding.org/ and https://www.bristollearningcity.com/education/safeguarding-in-education/

6. Monitoring attendance

As government guidance states that all children are safe to return to school from September 2020, attendance procedures outlined in the school Attendance Policy will be in place from 1st September.

 Start and end times will be temporarily altered to stagger the numbers on site. Teachers will use SIMS to record attendance at the start of the morning and afternoon sessions. Registers will be completed at 8:55 for odd numbered classes and by 9:10 for even number classes in KS1 and by 9:40 for Reception classes.

Children who are self-isolating will be recorded as ill.

In the event of an unexplained absence school will:

● Follow up on their absence with their parents or carers, by contacting by telephone by 9:30 for KS1 and 9:45 for Reception children on morning of every unknown absence.

● Notify their social worker if we have any concerns on the day of absence.

● If unauthorised, inform parents of the school policy to issue fixed-penalty notices

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.

Incidents will be reported on CPOMs and followed up in the same way as usual.

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.

Concerns should be reported to the DSL in school who will then follow the usual policy.

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 'vulnerable' but where we have concerns

We have chosen to monitor children outside of the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

Staff are monitoring children who are identified as vulnerable. These children are detailed on the individual school lists The Inclusion Team discuss vulnerable children each week as part of the meeting agenda and wider school staff are updated as required.

If these children will not be attending school due to class isolation or local lockdown, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children that we have identified as being vulnerable for a variety of reasons, including those with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school due to class or local lockdown
- They have to self-isolate
- They are unwell with non-covid-19 related illness

These plans are RAG-rated and set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them on weekly basis.

- Each contact will be recorded on CPOMS so that information and any concerns can be shared.

- If we are unable to make contact with the family at the agreed time, this will be recorded and the schools safeguarding team alerted. We will continue to try to make contact and if necessary we will contact social care or the police.

10.2 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 particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. IT support is a remote service through Trading with Schools Schools IT Support Service team. Contact via email schools.it.helpdesk@bristol.gov.uk or by phoning 01179037999

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct/behaviour and IT acceptable use policies.

Phone conversations: staff will phone at a pre-arranged time and if using their own phone, they will dial 141 before dialling the family number to withhold their personal number. Staff will make sure they speak both to a parent/carer and to the child.

'Face time': staff will use Google Meets or Zoom, using the class mail account and requiring passwords for all Zoom meetings. When conducting video calls in homes, both the pupil and the staff member must be in an open, communal space (e.g. kitchen, living room) and dressed appropriately. Professional language must be used as normal and all parties must carefully consider what is on view on screen. The pupil must have a family adult nearby, but not necessarily sitting alongside. Parents will be asked to give a thumbs up as consent at the start of the meeting and a wave at the end.

If using Google Meet a staff member will

● Send an invitation via Google calendar to the individual or group with a clear indication of the number in the meeting
● Disable screen sharing for others
● End the meeting immediately if made aware it is being recorded

If using Zoom a staff member will follow the following

○ Use a new meeting room each time (ie. don't use the personal meeting ID)
○ Don't allow attendees to join before host. Set up a 'waiting room' for them.
○ Mute attendees on joining.
○ Lock your meeting room after you have started and turn screen sharing off.
○ Don't publicise your meeting's link on social media.
○ Avoid sharing personal information.
○ Turn off your video and microphone, unless it's needed.

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.

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, 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

Information for parents will be clearly posted on the school website as well as highlighted in regular updates

12. Mental health

We have planned an adapted curriculum support for pupil mental health for all pupils. This includes an adapted weekly timetable to enable daily well-being sessions as well as an enhanced transition to re-establish learning routines and communities.

Well-being resources for families will continue to be shared via the schools' websites and newsletters and also through the specific contact made with pupils identified as vulnerable.

In the event of local lockdowns or group isolation, , teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health when setting expectations for pupils learning remotely and not attending school.

13. Staff recruitment, training and induction

13.1 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.

13.2 Staff 'on loan' from other schools

Supply staff from a known agency may be used to cover staff sickness. In addition to DBS checks, staff will be briefed on current Safeguarding and Health and Safety arrangements in school.

In the event of staff being 'on loan' from another school, 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. These risk assessments will be done by the DSLs.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 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

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day (staff sign in sheet and visitor's book), and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date and use it to record contractors, volunteers or any staff 'on loan'.

14. Children attending other settings

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.

Wherever possible, our DSL (or deputy) 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

- Details of the virtual school head

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

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, every three weeks by Gemma Fricker and Adam Barber, DSLs at Henleaze Infant and Junior Schools.

16. 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 safety policy