

# Child protection and safeguarding: COVID-19 addendum

Approved by	Lisa West
Date approved	09/06/2020
Review date	09/06/2021

## Contents

Important contacts.....	3
1. Scope and definitions.....	4
2. Core safeguarding principles.....	4
3. Reporting concerns.....	5
4. DSL (and deputy) arrangements.....	5
5. Working with other agencies.....	5
6. Monitoring attendance.....	6
7. Peer-on-peer abuse.....	6
8. Concerns about a staff member or volunteer.....	7
9. Contact plans.....	7
10. Safeguarding all children.....	7
10.1 Children returning to school.....	8
10.2 Children at home.....	8
11. Online safety.....	8
11.1 In school.....	8
11.2 Outside school.....	8
11.3 Working with parents and carers.....	8
12. Mental health.....	9
12.1 Children returning to school.....	9
12.2 Children at home.....	9
13. Staff recruitment.....	9
13.1 Recruiting new staff and volunteers.....	9
13.2 Staff 'on loan' from other schools.....	10
14. Safeguarding induction and training.....	10
14.1 New and 'on loan' staff induction.....	10
14.2 DSL training.....	10
15. Keeping records of who is on site.....	10
16. Children attending other settings.....	11
17. Monitoring arrangements.....	11
18. Links with other policies.....	11

## Important contacts

Role	Name	Contact details
Safeguarding	DIRECT LINE on CCS website	01604 344745
Designated safeguarding lead (DSL)	Lisa West Assistant Principal	<a href="mailto:lwest@ccs.northants.sch.uk">lwest@ccs.northants.sch.uk</a> 01604 264321
Deputy DSL	Katherine Patterson Vice Principal	<a href="mailto:KPatterson@ccs.northants.sch.uk">KPatterson@ccs.northants.sch.uk</a> 01604 264337
Other contactable DSL(s) and/or deputy DSL(s):	Jenny Blaize June Miller-Chalk	<a href="mailto:jblaize@ccs.northants.sch.uk">jblaize@ccs.northants.sch.uk</a> 01604 264322 <a href="mailto:JMiller-Chalk@ccs.northants.sch.uk">JMiller-Chalk@ccs.northants.sch.uk</a>
Designated member of senior leadership team if DSL (and deputy) Currently shielding and working from home.	Lisa West	
Principal	David James	<a href="mailto:djames@ccs.northants.sch.uk">djames@ccs.northants.sch.uk</a> 01604 264309
Local authority designated officer (LADO)	Andy Smith	<a href="mailto:LADOReferral@northamptonshire.gov.uk">LADOReferral@northamptonshire.gov.uk</a> 01604 364031
Chair of Trustees	Louise Samways	<a href="mailto:Hayletcutchey@hotmail.co.uk">Hayletcutchey@hotmail.co.uk</a> (Clerk to Trustees)

## 1. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19. It reflects updated advice from our 3 local safeguarding partners the local authority chief executive, the accountable officer of a clinical commissioning group, and a chief officer of police and local authority (LA) Northamptonshire.

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 definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
  - With a child protection plan
  - With a child in need plan
  - Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
  - On the edge of receiving support from children's social care services
  - Adopted
  - At risk of becoming NEET ('not in employment, education or training')
  - Living in temporary accommodation
  - Young carers
  - Considered vulnerable at the provider and LA's discretion

## 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 continuing to attend or returning to school and those at home.

There is a direct telephone line on the CCS website 01604 344745. A significant number of staff have been issued with a Microsoft Teams telephone number so that they can be reached. A safeguarding telephone number has been shared on the school website which will allow concerns to be directed straight to the DSL and her Team.

The main school switchboard has also changed to safeguarding being option 1.

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.

The DSL is currently working from home but can be contacted remotely by: Calling 01604 264321.

There is a triage style system within the safeguarding team where the direct line safeguarding number 01604 344745 goes to the DSL initially but if not answered promptly it is directed to the rest of the team in turn.

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 David James Principal, Gary Wakefield Vice Principal, Andrew Fisher Vice Principal. You can contact them on: 01604 669200.

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:

- Every vulnerable student with an allocated social worker receives a weekly phone call from a member of the safeguarding team.
- Vulnerable students identified by staff also receive a weekly call from the safeguarding team.
- The safeguarding team meet weekly to update each other, share concerns and agree necessary actions
- The DSL communicates with the school nurse weekly about all vulnerable students.
- Via Teams or Zoom the DSL attends all Child Protection, CIN, LAC/PLAC meetings and is available to the MASH team in term time and holidays.
- The safeguarding team update our on-line, reporting system daily on issues that occur (CURA).

## 6. Monitoring attendance

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, via phone/email and inform the DSL. The DSL will direct staff to home visits if deemed necessary
- DSL will notify their social worker, where they have one

We will liaise with parents and carers to make sure we have up-to-date emergency contact details, and additional contacts 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 – about both children attending school and those at home.

If a member of staff has a concern about a student at home they will contact the DSL, the DSL then phones home and makes an assessment of the situation. The DSL may encourage the parent, carer, grandparent to send the student to school, contact the GP, school nurse, MASH, on duty social worker or ask for a welfare check or action a home visit. The school's Progress Teams have also shared appropriate support services with all year groups.

## 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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## 9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where:

- the child will not 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
- the child would usually attend but needs to self-isolate

Each of those children have 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
- Ensure that all vulnerable students have access to IT equipment
- Weekly academic reviews to ensure that students are accessing work
- Identify staff and allocate them to the most vulnerable so that they can support students on-line

We have agreed these plans with children's social care where relevant and will review them in line with statutory meeting dates.

If we can't make contact, we will call the students social worker if they are not available we will contact the duty team and a decision can then be made whether a welfare check is required by either social services or the police.

## 10. 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.

## 10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

The DSL (and deputy) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

## 10.2 Children at home

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use their personal phones but they will withhold their personal number.

Staff and volunteers 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 video calls

# 11. Online safety

## 11.1 In school

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

## 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct.

All secondary age students have access to Microsoft Teams. However, only students in Year 9 and above have access to video calls. The use of MS Teams is monitored by the IT department and the Principal oversees the usage of this package. Year group assemblies are live events on MS Teams that students log in to but cannot be seen or heard to maintain the safety of all individuals.

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

## 1 2. Mental health

### 1 2.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

The DSL shared an assembly with secondary ages students, where she signposted students to the school's counsellor service. CCS have two full time counsellors. Primary age children will receive enhanced PSHE curriculum which includes, age appropriate mental health and wellbeing topics. Class teachers will refer any behavioural concerns to the safeguarding team.

### 1 2.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. A significant number of students are supported by our counselor's at home via, text and video call.

We will also signpost all pupils, parents/carers 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.

## 1 3. Staff recruitment

### 1 3.1 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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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.

### 1 3.2 Staff 'on loan' from other schools

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. Currently this arrangement does not take place in our school, if it did school's HR Manager, Yasmin Gill/Sarah Stowey will ensure that all necessary checks are carried out.

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

## 1 4. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

### 1 4.1 New and 'on loan' staff induction

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

### 1 4.2 DSL training

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters, and professional advice groups.

## 1 5. 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.

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

## 16. 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 cannot 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.

## 17. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 3-4 weeks by Lisa West DSL and Lauren Murphy attendance officer. At every review, it will be approved by the board of Trustees.

## 18. Links with other policies

This policy links to the following policies and procedures which can be found on the CCS website:

- Child protection policy Safeguarding Policy
- Behaviour Policy
- Health and safety policy
- GDPR Data Protection Policy
- GDPR Information Security Policy