

# Child protection and safeguarding: COVID-19 addendum



Beaucroft School

<b>Approved by:</b>	Noel Harrison (Chair of Governors) & Ross Bowell (Safeguarding Governor)	<b>Date:</b> 02.04.2020
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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mandy Guy	<a href="mailto:m.guy@beaucroft.dorset.sch.uk">m.guy@beaucroft.dorset.sch.uk</a>
Deputy DSL	Joe Barnett	<a href="mailto:j.barnett@beaucroft.dorset.sch.uk">j.barnett@beaucroft.dorset.sch.uk</a>
	Diane Makariou	<a href="mailto:d.ford@beaucroft.dorset.sch.uk">d.ford@beaucroft.dorset.sch.uk</a>
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	Sally Norman	<a href="mailto:s.norman@beaucroft.dorset.sch.uk">s.norman@beaucroft.dorset.sch.uk</a>
	Rob Sallows	<a href="mailto:r.sallows@beaucroft.dorset.sch.uk">r.sallows@beaucroft.dorset.sch.uk</a>
Co-Headteachers	Joe Barnett & Diane Makariou	See above

ROLE	NAME	CONTACT DETAILS
Local authority designated officer (LADO)	Patrick Crawford	01305 221122
Chair of governors	Noel Harrison	07803074944

## 1. Scope and definitions

This addendum applies during the period of partial school closure due to COVID-19, and reflects updated advice from our SSHAD Cluster group and local authority (LA) Dorset.

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.

This remains through the use of My Concerns and by contacting our DSL or Deputy DSLs either face to face, via email or telephone. If required contact Dorset's Children's Advice and Duty Service 01305 228558 or BCP 01202 735046, Hampshire 03005551384 & Wiltshire Multi Agency Safeguarding Hub 0300 456 0108.

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. There may, however, be occasions during this period when the DSL and all the deputy DSLs are working from home. They will be contactable via email or telephone on the numbers listed on Page 3.

Mandy Guy remains the first point of contact, but any deputy DSL can be contacted should she be unavailable.

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 Tracy Drew. You can contact them by calling: 07977594541.

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 (My Concerns)
- 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:

- The SSHAD Cluster group
- 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 telephoning and then visiting if there was no reply.
- 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

## **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.

## **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.

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. 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. Teachers and the Parent Support team are making regular contact with all our families and will refer any concerns onto the Co-Heads and DSL.

If these children will not be attending school, 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 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

Our Parent Support Team / DSL have identified pupils/families who we wish to monitor and offer support to frequently (at least weekly) to ensure that they remain safe in their home and have all resources they require (essential food, visuals and knowledge of how to access support).

All class teachers are contacting families via email and/or telephone. Any concerns referred to DSL/Parent Support Team.

For our most at risk families – either Mandy Guy or Catherine Ephgrave will make at least weekly contact via telephone with some email follow up.

We have agreed these plans with children's social care where relevant.

If we can't make contact, we would attempt a home visit and then contact the relevant LA Children's Safeguarding Team (Dorset 01305 228558, BCP 01202 735046, Hampshire 03005551384 & Wiltshire Multi Agency Safeguarding Hub 0300 456 0108).

### **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.

If IT staff are unavailable, our contingency plan is to contact SHADD Cluster Group, Liz West (from Wimborne Academy Trust - 01202 922670 [ceo@wimborneacademytrust.org](mailto:ceo@wimborneacademytrust.org)) or Dorset LA.

## 11.2 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 are encouraged to make videos to post on our website during this crisis. They are not to show any photographs of family members in the background and must not be filmed in bathrooms or bedrooms. Videos are sent to a member of SLT before being uploaded.

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 where else they can go for support to keep their children safe online

We have shared the link :

<https://www.thinkuknow.co.uk/parents/Support-tools/home-activity-worksheets/>

We have asked parents to contact us with any concerns regarding online safety.

## 12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We continue to work closely with CAMHS during this time identifying and supporting those students who require additional support for their mental health.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time – including on our website.

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.

## 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

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.

### **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, and that appropriate checks have been carried out for them. Staff are to sign in and out each day at reception.

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

## **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 SSHAD Cluster group, the LA or DfE is updated, and as a minimum every month by Mandy Guy, Joe Barnett or Diane Makariou.

## **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