

Child protection and safeguarding: COVID-19 addendum

Pevensey & Westham C.E. Primary School



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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Lorraine Delaney	ldelaney@pevenseschool.org.uk 07858514407 (DSL Mobile)
Deputy DSL	Lyn Davenport	ldavenport@pevenseschool.org.uk
Deputy DSL	Richard Thomas	rthomas@pevenseschool.org.uk
Deputy DSL	Kelly Kerr	kkerr@pevenseschool.org.uk
Deputy DSL	Emily Skillen	eskillen@pevenseschool.org.uk
Designated member of senior leadership team if DSL (and deputies) can't be on site	Sandy Wootton	swootton@pevenseschool.org.uk 01323 762269
Headteacher	Richard Thomas	rthomas@pevenseschool.org.uk
Local authority designated officer (LADO)	Amanda Glover	Online Referral Form via LADO webpage
Referrals into Early Help and Social Care	Single Point of Advice	01323 464222 0-19.SPoA@eastsussex.gov.uk
	Emergency Duty Service – after hours, weekends and public holidays	01273 335906 01273 335905
Chair of governors	Richard Sage	rsage@pevenseschool.org.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19 and reflects updated advice from the East Sussex Safeguarding Children Partnership, the Local Authority and the Department for Education.

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 and safeguarding 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 always be available (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 still attending school and those at home.

Safeguarding concerns should continue to be reported using the online tool MyConcern. If this is not possible then concerns should be reported using the email address: dsl@pevenseschool.org.uk.

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. Important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL Lorraine Delaney cannot be in school, she can be contacted remotely by email ldelaney@pevenseyschool.org.uk or via DSL mobile 078 58514407.

If our Deputy DSLs cannot be in school, they can be contacted remotely by email dsl@pevenseyschool.org.uk.

We will keep onsite school staff and volunteers informed as to who will be the onsite DSL (or deputy) on any given day, and how to contact them. This will be noted on a sign via our electronic sign-in system and noted on our electronic staff rota.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are. These are identified in our Vulnerable Group Action Plan.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Sandy Wootton. You can contact her by email swootton@pevenseyschool.org.uk or by telephone 01323 762269.

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:

- The East Sussex Safeguarding Children Partnership
- 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
- Guidance received from the Department for Education

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.
- Notify their social worker, where they have one, if this is deemed necessary.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will plan with parents and carers to make sure we have up-to-date emergency contact details.

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.

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. This will continue to be as per our procedures set out in our Child Protection and Safeguarding Policy - Section 16.

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 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.

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

10. 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 must self-isolate

Each child has been identified within our Vulnerable Group Action Plan which outlines:

- How often the school will make contact
- Which staff member(s) will make contact
- How staff will make contact – this will be over the phone, doorstep visits, online tools e.g. Class Dojo or a combination of all.

We have agreed these plans with children's social care where relevant and will review them as needed.

If we can't make contact, we will contact children's social care and/or request a police welfare check.

11. 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 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In school

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

If IT staff are unavailable onsite, our contingency plan is to contact IT help using icthelp@pevenseschool.org.uk

12.2 Outside school

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

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 parents/carers and children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

13.3 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

This will be achieved through regular safeguarding updates via School Story on Class Dojo and via Parentmail updates as needed.

13. Mental health

We will 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.

Staff will continue to be alert to signs that a child may need support with their mental health, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

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.

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.

14.2 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

14.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, as per our usual sign-in procedures.

We will continue to keep our single central record up to date.

15. 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.

16. Monitoring arrangements

This policy will be reviewed as guidance from the East Sussex Safeguarding Children Partnership, the Local Authority or DfE is updated.

17. Links with other policies

This policy links to the following policies and procedures:

- Child protection and Safeguarding Policy and Procedure
- Staff Behaviour Policy / Code of Conduct
- Protocol for Keeping Records of Child Protection and Welfare Concerns
- Protocol for Managing Peer on Peer Harmful Sexual Behaviour in Schools
- Supporting Pupils with medical conditions policy
- Anti-Bullying Policy
- Protocol for Managing Attendance
- Behaviour Policy
- Managing Children Missing from Education Policy
- Complaints procedure
- Equalities Policy
- Health and Safety Policy and other linked policies and risk assessments
- Preventing Extremism and Radicalisation Safeguarding Policy
- Pupil Images Procedures