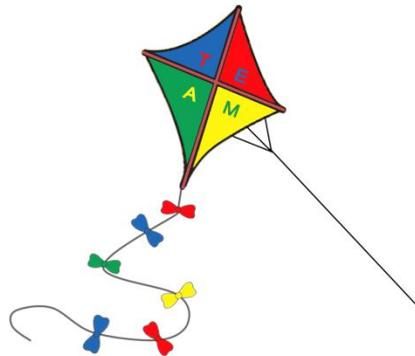


Twyford St Mary's C of E Primary School



Child protection and safeguarding: COVID-19 addendum

Reviewed January 2021



Hampshire
Safeguarding
Children
Board

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Important contacts

Key Personnel	Name (s)	Telephone No.
DSL	Sophie Davies (Head teacher)	01962713358
Deputy DSL	Tracey Aitken	01962713358
Schools named prevent lead	Sophie Davies	01962713358
Schools Designated Teacher	Sophie Davies	01962713358
SENCO	Nikki Lawrence	01962713358
Schools Mental Health Lead	Nikki Lawrence	01962713358
Nominated Safeguarding Governor	Freya Fixler	
Chair of Governors	Freya Fixler	
Children's Reception Team Child.protection@hants.gov.uk		01329 225379
Out of hours social care		0300 555 1373
Police	NPCC guidance	101 or in emergencies 999
Safeguarding advisors / Local Authority Designated Officers (LADOs)	Barbara Piddington Fiona Armfield Mark Blackwell	HCC Safeguarding Unit 01962 876364 Child.protection@hants.gov.uk
School nurse	Estelle	01962 831111
Children's Service Department, District Service Manager Ann Truman	Children's Service Department, District Service Manager Ann Truman	

1. Scope and definition

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

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. 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 have a trained DSL or deputy DSL available at all times. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all staff and volunteers informed by email if there are any changes to the DSL or Deputy DSL 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 provision are.

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 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
- Government advice

6. Monitoring attendance

As most children will not be attending their provision 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 phoning to confirm if we are expecting them to attend
- Notify their social worker, where they have one
- Inform DSL of any attendance updates from parents/carers

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

We have contacted parents and carers prior to closure 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 as instructed in our main Safeguarding 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 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. The Headteacher will notify all key staff of any pupils that we have offered a place to and they have accepted.

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)
- They would usually attend but have to self-isolate

How often the school will make contact: Weekly

Which staff member(s) will make contact: Sophie Davies DSL

How they will make contact: Telephone, or via Google classroom meet

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

Where staff are interacting with children online, they will continue to follow the same principles as set out in the staff code of conduct and the Remote Learning Code of Conduct set out for the pupils in our remote learning guidance for parents. 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.

Twyford St Mary's C of E Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will make sure parents, carers and children:

- 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

12. 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.

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 at Twyford St Mary's 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 Twyford St Mary's.

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

Should we reach the stage where we re-open and have staff 'on loan', we will assess the risks of staff 'on loan' working in our organisation, and seek assurance from the 'loaning' school/organisation 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 child protection policy (and this addendum)
- Keeping Children Safe in Education part 1

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. We will continue to keep our single central record up to date. Any staff / volunteers working in our settings will be signing in on the electronic sign in system so all information is logged and checks can be completed if necessary.

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 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

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 Hampshire Local Safeguarding Partnership, the LA or DfE is updated. Any changes will be approved by the Governing Body but possibly not before sharing with staff. This is due to the current situation changing on a daily basis.

16. Links with other policies

This policy links to the following policies and procedures:

Child protection policy
Staff Code of Conduct
IT acceptable use policy
Health and safety policy
Online safety policy
Whistleblowing policy
Behaviour policy
Anti-bullying policy