

# Child protection and safeguarding: COVID-19 addendum

Park Primary School

<b>Approved by:</b>	Park's Governing Board	<b>Date:</b> 30th April 2020
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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Victoria Loughran	<a href="mailto:Victoria.loughran@park.newham.sch.uk">Victoria.loughran@park.newham.sch.uk</a> Mobile: 07542 304340
Deputy DSL	Clare Broadhurst	<a href="mailto:Clare.broadhurst@park.newham.sch.uk">Clare.broadhurst@park.newham.sch.uk</a> Mobile: 07551838481
Deputy DSL	Natasha Ttofalli	<a href="mailto:Natasha.ttofalli@park.newham.sch.uk">Natasha.ttofalli@park.newham.sch.uk</a> Mobile: 07584 087660
Deputy DSL	Tahirah Sherriff	<a href="mailto:Tahirah.sherriff@park.newham.sch.uk">Tahirah.sherriff@park.newham.sch.uk</a> Mobile: 07707283440
Designated member of senior leadership team if DSL (and deputy) can't be on site	Ilona Patora, Imogen Cook, Mags Phelan, Richard Hodkin, Suhi Chadrarajah, Chloe Rice	020 8534 4065 Member of SLT on duty will contact a named DSL.
Headteacher	Natasha Ttofalli	<a href="mailto:Natasha.ttofalli@park.newham.sch.uk">Natasha.ttofalli@park.newham.sch.uk</a> Mobile: 07584 087660

Local authority designated officer (LADO)	Nick Pratt or Alex Mihi	<a href="mailto:CPRT.LADO@newham.gov.uk">CPRT.LADO@newham.gov.uk</a> 0203 373 3803/ 0203 373 6706
Chair of governors	David Asuni	<a href="mailto:David.asuni@park.newham.sch.uk">David.asuni@park.newham.sch.uk</a>

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners Newham Council, NHS Newham and the Metropolitan Police.

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, both for children still attending school and those at home.

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/ available to be on site in short notice wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely using the contact details above.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

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 the member of SLT on duty that day. You can contact them via the school office.

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

## 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 making calls home and notifying the DSL & Deputy DSL if contact cannot be made
- 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. Parents and carers have been asked to provide current phone numbers as part of the system to book a place.

For those year groups who begin to attend school again as numbers increase, a clear record will be made of those children we are expecting in school and those who are continuing to stay at home. Usual attendance procedures will apply for those children who are expected in school but who are absent. For those children who are continuing to stay at home, we will continue to monitor their attendance as above.

## 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.

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. These may be children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns. 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 have to self-isolate

These plans set out:

How often the school will make contact

Which staff member(s) will make contact

If we are unable to make contact, we will follow up, e.g., by contacting the social worker, making a MASH referral.

## 11. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Class teachers, along with Learning Support Assistants, will make phone calls home to every child in their class every week during term time ([fortnightly if they have been seen in a GoogleMeet session that week](#)), to support with their learning and to check that everyone in the family is well. If a member of staff does not make contact with a child on their first attempt, they will try again on a few different separate occasions. If a member of staff still fails to make contact, they will flag this up with the DSL/ Deputy DSL who will record the concern and then take appropriate actions to contact the family.

[Phone calls home will not be made to children who attend school.](#)

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
- Seeming more withdrawn during any class check-ins or video calls

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.

### 12.2 Outside school

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

Staff will not make video calls unless agreed by a member of the Senior Leadership Team and only when more than one staff member is present. These calls will also take place in the presence of the child's parent/carer.

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.

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

## 13. Mental health

We will signpost 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.

## 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

## **14.3 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.

## **15. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum monthly by the DSL. At every review, it will be shared with the full governing board.

## **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