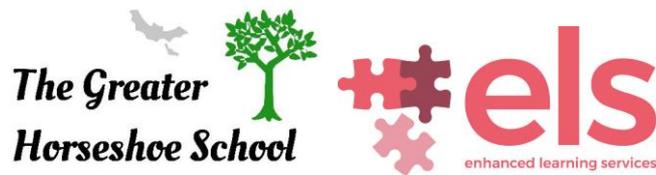


# Child protection and safeguarding: COVID-19 addendum

The Greater Horseshoe School



*“Safeguarding children is everybody’s business” (Lord Laming)*

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children’s and learners’ health and safety and well-being,
- including their mental health meeting the needs of children who have special educational needs and/or disabilities
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children’s and learners’ security, taking into account the local context

<b>Approved by:</b>	Jason Goddard	<b>Date:</b> 23/06/2020
<b>Last reviewed on:</b>	July 2020	
<b>Next review due by:</b>	September 2020	

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## Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) & Head Teacher	Lukasz Miecznikowski	07592504811 / 01626782038 lukaszm@enhancedlearningservices.co.uk
Deputy DSL	Richard Hibbert	01626782038, 07748653742 rhibbert@enhancedlearningservices.co.uk
Deputy DSL	Lewis Wadey	01626782038, 07876823910 lewis.wadey@enhancedlearningservices.co.uk
Devon Local authority designated officer	<a href="mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk">childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk</a> 01392 384964	
Cornwall Local authority designated officer	ONLY TO BE NOTIFIED IF A CORNWALL STUDENT, AS SCHOOL IS IN DEVON – FALLS UNDER SOUTHWEST REPORTING PROCEDURES ABOVE	
Chair of governors	Jason Goddard	07388948831 jasong@enhancedchildrensservices.co.uk
Channel helpline		020 7340 7264

	<p><b>Do not agree to keep a secret for the children, learners and vulnerable adults: let them know you will need to pass the information on and who that will be.</b>  <b>Only ask the necessary questions. Record WHO was it WHAT was it WHEN was it and WHERE was it!</b></p> <p><b>Reassure the children, learners and vulnerable adults.</b></p>	
	<p><b>Seek medical attention if needed – call 999 for an ambulance – Give school address – wait for their arrival Safeguard the student/staff member – ensure the student is moved to a safe environment and that in the event of an allegation against a member of staff, the staff member is withdrawn from contact with learners and vulnerable Adults until investigation carried out.</b></p> <p><b>ENSURE THE children, learners and vulnerable adults/ STAFF MEMBER IS SUPPORTED</b>  <b>Ensure that no one else gets involved and reassure everyone you are dealing with the situation.</b></p>	
	<p><b>DSL</b></p> <p><b>Lukasz Miecznikowski</b></p>  <p><b>TEL: 07592504811</b></p>	<p><b>DDSL</b></p> <p><b>Richard Hibbert/ Lewis Wadey</b></p>  <p><b>TEL: 07748653742 /07876823910 01626782038</b></p>
<p><b>REPORT WITHIN OR NEAR TO 1 HOUR</b>  <b>To the DSL –Lukasz Miecznikowski in absence of DSL – DDSL- Richard Hibbert/ Lewis Wadey –await instructions</b></p> <p><b>Staff involved may be asked to leave their shift in order to protect them and others.</b></p>		
	<p><b>In the children, learners and vulnerable adults' OWN words (if possible), complete a safeguarding incident/concern form (APPENDIX H) write exactly what they say (even words that may offend); do not ask any leading questions such as 'did they hurt you'?</b>  <b>DSL/DDSL may ask for further information to be completed on a Further Details Concern Form.</b></p>	
	<p><b>Do not let anyone into the area the abuse took place and do not tamper with any forensic evidence.</b>  <b>DO NOT CONFRONT THE ALLEGED ABUSER or ask any bystanders about the incident</b></p>	

## 1. Scope and definitions

This addendum applies during the period of phased return and increased attendance of all students due to COVID-19. It reflects updated advice from our local authority (LA) DEVON.

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.

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 is always DSL or DDSL available on school site. Staff can also use important contacts to call DSL or DDSL.

We will keep all school staff and volunteers informed by email and during morning briefing as to who will be the DSL (or deputy) 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 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 Christopher Clements Deputy Head Teacher/SENCO. You can contact them by: 07774827783.

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 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

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 doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by telephone contact
- Notify their social worker, where they have one

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 – 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. Contact plans

We have contact plans for children with a social worker, and other 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
- When children don't attend school due to C19 their mentor will contact families daily by telephone and the teachers will complete virtual sessions at least once weekly.

If we can't make contact telephone contact, we will leave voice mail and send an email. We will contact social services or the police if there is a concern about young person and contact with families can't be established.

## 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.

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 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 code of conduct/e-safety policy.

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

## 12. Mental health

### 12.1 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.

### 12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We will offer Speech and Language, Occupational Therapy and Play Therapy over the phone. Support will be also available to families as when as required. Thrive support from trained practitioners available as well.

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.

## 13. Staff recruitment

### 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.

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.

## 14. Safeguarding induction and training

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

### 14.1 New 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
- › A copy of our child protection policy and this addendum
- › Confirmation of local processes
- › Confirmation of DSL arrangements

## **14.2 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.

## **15. 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.

We will use the single central record to log:

- › Everyone working or volunteering in our school each day

## **16. Monitoring arrangements**

This policy will be reviewed as guidance from the local safeguarding partners, the LA or Department for Education is updated, and as a minimum 4 weeks by Lukasz Miecznikowski/Head Teacher/DSL. At every review, it will be approved by the full governing board.

## **17. Links with other policies**

This policy links to the following policies and procedures:

- › Child protection policy
- › Code of conduct
- › E-safety policy
- › Health and safety policy
- › Whistle-blowing policy
- › Anti-bullying policy