

## Robins Lane Primary School

### Child protection and safeguarding: COVID-19 addendum – April 2020

<b>Approved by:</b>	David Spruce & Kelly James	<b>Date:</b> 22/04/2020
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<b>Last reviewed on:</b>	22 <sup>nd</sup> April 2020
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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Kelly James	07470014698 (temporary school DSL mobile number) Kelly.james@sthelens.org.uk
Deputy DSLs	David Spruce & Katie Middlehurst	07341577172 (temporary school mobile number) David.spruce@sthelens.org.uk katie.middlehurst@sthelens.org.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	David Spruce or Katie Middlehurst Clare Roberts	07341577172 (temporary school mobile number)
Headteacher	David Spruce	07341577172 (temporary school mobile number) <a href="mailto:David.spruce@sthelens.org.uk">David.spruce@sthelens.org.uk</a>
Local authority designated officer (LADO)	LADO	01744 671 265 07717366904

ROLE	NAME	CONTACT DETAILS
Chair of governors	Honorina Arnold	c/o 07341577172 (temporary school mobile number)

## 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 SCP and local authority (LA) St Helens.

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, or in the process of being assessed, 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 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.

If our DSL (or deputies) can't be in school, they can be contacted remotely by emailing them using emails detailed on Page 2 of this document.

We will keep all school staff and volunteers informed by providing a staffing rota 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 (Clare Roberts) will take responsibility for co-ordinating safeguarding with off-site staff.

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
- Complete an accurate and up to date daily register

## 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

The following guidance is currently in place:

Use of # code on registers with specific notes added for specified LAC pupils with social worker

Weekly contact via phone for all FAM/EHAT and Vulnerable pupils – recorded as Case Notes on EHAT and/or on CPOMS

Weekly contact by EWO to families open to the service prior to school closure.

## 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 first response call from the school office or by the DSL in school
- 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. Update forms are available to all parents/carers via the school app, or a paper version can be requested via the office.

## **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.

During period of school closure we will advise and act upon any issues we are aware of in relation to school based programmes and online activity, and will refer any issues not linked to school based abuse to appropriate bodies – which may include social media, advice to parents/carers and referrals to social care.

## **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.

If staff from other schools are in attendance at our provision, we will ensure they are fully aware of our Safeguarding procedures, and if concerns arise, we will contact their originating school DSL for appropriate action.

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.

We have created a list of vulnerable pupils, which is broadly based on those who have Level 2 EHAT, those who we are aware have financial or mental health concerns but which are not currently significant enough for EHAT, and those pupils we have identified as part of the Level 2+ layer of support offered by Robins Lane.

These pupils form part of the weekly 'catch up' phone calls which are recorded on CPOMS or our internal contact spreadsheet.

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

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- Where the information will be stored and recorded – i.e. EHAT/ CPOMS

We have agreed these plans with children’s social care where relevant, and will review them in line with the local authority guidance.

If we can’t make contact, we will contact EWO and request home visit, if unsuccessful we may attempt to make a home visit ourselves, where this is unsuccessful we will contact social worker (if appropriate) or consider referral to social care based on our level of concern and evidence we have (linked to St Helens Threshold Document).

## 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 that the local authority IT support team can be contacted immediately to assist with filtering and monitoring.

### 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, Safeguarding Policy and all other relevant policies.

Under the current situation in relation to Home Learning, staff may make contact with children and families via the school website home learning page, or via ClassDojo only. **NO** personal email addresses or telephone numbers should be shared with parents, carers or children.

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
- Know where else they can go for support to keep their children safe online
- Home learning tasks can be shared via ClassDojo or the school website home learning page
- School will communicate with parents and carers via the school app, or the school website
- The school office will be open from 8:30-3:30 on each school day

## 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 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. Staff 'on loan' will work in a designated area and there must be at least two staff from the same school working together.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information, or confirm with HR that they are eligible to work in our school.

### 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. Visiting staff must log into our entry system and wear a badge at all times.

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, i.e. Sherdley Primary School, we will make sure that 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 (with consent from the family) , 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.

#### **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 of every 3-4 weeks by David Spruce (Headteacher), Katie Middlehurst (Acting Deputy Headteacher) and/or Kelly James (Designated Safeguarding Leader). 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
- Anti-bullying policy
- Concerns and complaints policy
- Staff local authority code of conduct policy
- IT acceptable use policy
- E-safety policy
- Health and safety policy
- Local authority Whistle Blowing policy

