



Child Protection and Safeguarding: COVID-19 Addendum

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Next Review date: Ongoing

Important contacts

Role	Name	Contact details
Designated safeguarding lead (DSL) and Headteacher	Tracey Hickie	01252 542941 Staff have mobile phone number t.hickie@cove-jun.hants.sch.uk
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1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners and Hampshire Local Authority

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:

- With a Child in Need plan, a Child Protection plan or who are a looked-after child
- Who have an Education, Health and Care Plan (EHCP)
- Who are adopted or children on a special guardianship order
- Living in temporary accommodation
- Who are young carers
- Who may have great difficulty engaging with remote education at home
- Who need to attend school to receive support or manage risks to their mental health

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 will be available at all times (see section 4 for details of our arrangements)
- It is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff 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.

CPOMS will continue to be used to record all concerns and actions.

DSLs will continue to work with children's social workers, where they have one, to help protect vulnerable children.

The Headteacher will submit a record for identified vulnerable children to Hampshire Local Authority every Friday.

4. DSL Arrangements

We aim to have a trained DSL or deputy DSL on site at all times.

If a DSL is unable to be in school, they can be contacted remotely.

We will ensure that DSLs, wherever their location, know who the most vulnerable children in our school are (See 'Contact Plan' list)

The updating and management of child protection files can be done remotely through CPOMS.

Liaison with children's social workers and attendance at meetings is being done remotely through conference calls.

5. Working with other agencies

We will continue to work with children's social care and with virtual school heads for looked-after children.

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 does not attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by email and / or telephone
- 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.

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. They should do this by reporting concerns to a DSL and recording the concerns on CPOMS.

8. Concerns about a staff member

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 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 for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who are not 'vulnerable' but where we have concerns

We have the option to offer places in school to children who do not 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. This could include, but is not limited to, children who have previously had a social worker, children where there is a sibling with an EHCP, or where staff and / or parents have raised concerns.

If these children will not be attending school, we will put a contact plan in place.

10. Contact plans

We have contact plans for children with a social worker and children who we have other 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 that this wouldn't be in the child's best interests)
- They would usually attend but have to self-isolate

Each child has an identified contact and named DSL. These have been shared with relevant staff and include:

- How often the school will make contact
- Which staff member(s) will make contact

- How staff will make contact – this may be over the phone, email, doorstep visits, or a combination

If we are unable to make contact, we will contact children's social care / allocated social worker.

11. Safeguarding all children

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

Staff 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.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to Google Classroom
- No contact from children or families

12. Online safety

Children are likely to be spending more time online during this period.

School will continue to work with Agile who will provide IT support during this time.

In school

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

Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct, Social Media Policy and Acceptable Use of IT 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.

13. 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. This information has been communicated through Google Classroom
- Know where else they can go for support to keep their children safe online. This will be shared on the dedicated page of the school website 'School Closure.'

14. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils e.g. offering support over the phone / video messages / ELSA resources shared with those children who were already receiving ELSA support and others who start to need support.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time via the newsletter and 'School Closure' page on the website.

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.

Should any families, including those of staff members, suffer a bereavement, information about support services will be shared.

15. Staff recruitment, training and induction

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 scanned documents, 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.

Safeguarding induction and training

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

New staff will continue to receive:

- A safeguarding induction
- A copy of our Safeguarding Policy
- A copy of our Children Protection Policy (and this addendum)
- Keeping Children Safe in Education part 1

14.4 Keeping records of who is on site

- We will keep a record of which staff are on site each day through the signing in sheet.
- We will continue to keep our single central record up to date.
- Contractors on site will continue to sign in the visitors' book and sign the asbestos register.

16. Monitoring arrangements

This policy will be reviewed as guidance is updated. It will be approved by the Governing Board through the Governor Hub.