

# **Safeguarding and Child Protection Policy – COVID-19 Addendum 1**

**This document should be read in conjunction with the Safeguarding and Child Protection Policy.**

## **Designated safeguarding leads (DSLs) and Deputies**

Where possible we will ensure that there is a trained DSL or deputy available on site. Where this is not possible we will consider these 3 options:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)
- seeking advice and support for the Trust's central team Safeguarding and Child Protection Lead

Where a trained DSL or deputy is not on site, in addition to one of the above options, we will have a named senior leader who will take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

We will ensure that all staff and volunteers are clear about the arrangements for sharing and reporting any concerns and these must be updated to reflect any changes on any given day.

We will ensure that the contact details for the Trust Safeguarding and Child Protection Lead are shared with all staff and volunteers.

## **Vulnerable children**

We will continue to ensure that vulnerable children remain protected and this will be our top priority. We will ensure that we provide a place for all children in a vulnerable group and support children to access this provision. We will liaise with the family and the social worker where it is deemed in the best interest of the child not to attend.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker. We will work with the social worker to agree a plan for staying in contact with the child and how this will be progressed if contact cannot be maintained.

We will identify our most vulnerable children and create a register/plan for these children. This will include any children who are not identified as being in a vulnerable group but where the school have concerns. We will consider if we can offer a place to those on the edges of receiving children's social care support or where it would be in the best interests of the child.

We will continue to work with and support children's social workers to help protect vulnerable children and follow the guidance issued by the Local Authority.

<https://www.proceduresonline.com/swcpp/>

## **Attendance**

We will complete and submit the [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. We will also record vulnerable children who are not in attendance.

We will work with families to decide whether children in need should be attending education provision – and we will follow up on any child that we were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. We will ask parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

## **Children moving schools and colleges**

Where children need to attend another school/setting we will do whatever we can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. We will ensure that the receiving institution is aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum we will, as appropriate, make sure that they have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). We will endeavour to make sure that this happens before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. Where this is not possible a senior leader will take responsibility.

We will continue to have appropriate regard to data protection and GDPR, but this will not prevent the sharing of information for the purposes of keeping children safe. We will continue to follow advice about information sharing at paragraphs 76-83 of KCSIE.

## **Mental health**

We will be aware that negative experiences and distressing life events, such as the current circumstances may affect the mental health of children and their parents. We will be aware of this when setting expectations of pupils' work where they are at home. We will ensure that we are monitoring how children and parents are feeling about the work that they are being asked to do and any other concerns that they have.

Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them. Support for children in the current circumstances may include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. We will refer to the mental health and behaviour guidance as appropriate. [mental health and behaviour in schools](#)

## **Online safety in schools**

We will ensure that we provide a safe environment, including online for children who are attending provision. We will continue to ensure that appropriate filters and monitoring

systems are in place to protect children when they are online on the school's IT systems or recommended resources. We will identify who is responsible for monitoring the school's filtering and monitoring systems and how any concerns will be reported.

We will refer to guidance on what 'appropriate' looks like as required. [guidance on what "appropriate" looks like](#) We will seek advice from the [UK Safer Internet Centre's professional online safety helpline](#) where necessary.

We will ensure that any concerns are reported to the DSL or deputy and recorded.

### **Children and online safety away from school**

We will ensure that we are doing everything we reasonably can to keep all children safe online. We will ensure that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be reported and recorded like any other safeguarding concern and where appropriate referrals will be made to children's social care and as required the police.

We will consider the safety of the children when they are asked to work online. We will ensure that the starting point for online teaching follows the principles set out in the Code of Conduct and the Social Media and Networking Policy. This will include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. This will apply equally to any existing or new online and distance learning arrangements which are introduced.

We will refer to the [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) to help us plan online lessons and/or activities safely. We will seek advice from the Trust IT department where we have any concerns or questions.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We will seek advice from the DPO where there are any concerns about a breach of the requirements.

We will issue guidance to parents to reinforce the importance of children being safe online. We will ensure that parents and carers are made aware of what their children are being asked to do online, including the sites they will be asked to access and we will make it clear which members of school staff their children will have interaction with.

### **Safer recruitment/volunteers and movement of staff**

We will continue to ensure that we minimise the risk of people who are unsuitable to work with children entering the children's workforce or gaining access to children. Where we are recruiting new staff, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSIE. We will follow the updated guidance issued by the Disclosure and Barring Service (DBS) [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

Where we are recruiting volunteers we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. We will ensure that under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Where a member of the workforce temporarily moves to the school to support the care of children we will make sure that we are satisfied that the individual is suitable to work with children. We will apply the same principles if childcare workers move to work temporarily in the school. As the receiving institution we will risk assess as we would for a volunteer (see above). We will seek assurance from the current employer rather than undertaking new checks.

We will ensure that new staff and volunteers are added to the Single Central Record, that the assurance from the current employer is recorded and the risk assessments are held on file.

We will seek advice from the HR Department if there are any concerns about a member of staff or a volunteer's suitability to work with children.

### **Staff training and safeguarding induction**

We will ensure that all school staff and volunteers are made aware of any new arrangements or changes to reporting and recording concerns so they know what to do if they are worried about a child or an adult's behaviour towards children.

We will ensure that where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction.

Where we have new staff/volunteers on a temporary basis in response to COVID-19 we will judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the individuals will receive a copy of the receiving setting's safeguarding and child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details. We will also ensure that they are clear about how to report and record a concern. We will keep a signed record of what was included in the induction.