

# Child protection and safeguarding: COVID-19 addendum

## Kingsmead School



This procedure should be read in conjunction with the JT MAT Online Safety Statement, Kingsmead Safeguarding Policy and the Kingsmead Online Safety Procedure.

This procedure should be read in conjunction with COVID-19: Safeguarding in schools, colleges and other providers.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schoolscolleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-collegesand-other-providers#designated-safeguarding-leads-dsls>

<b>Approved by:</b>	Chris Hunt, Chair of Governors	<b>Date:</b> 23/03/2020
<b>Last reviewed on:</b>	5 <sup>th</sup> June 2020	
<b>Next review due by:</b>	Review every 3 weeks	

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### Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Diane Pritchard	07395 902119
Deputy DSL	Ms Toni Bohn	07935 862678
Progress Leader with Safeguarding responsibility in each year group	Y7 – Mrs L.Taylor Y8 – Mrs T.Milner Y9 – Mrs L.Finch Y10 – Mr.J.Taylor Y11 – Mrs G.Taylor Y12/13 – Ms T.Bohn	<a href="mailto:l.taylor@kingsmeadschool.net">l.taylor@kingsmeadschool.net</a> <a href="mailto:t.milner@kingsmeadschool.net">t.milner@kingsmeadschool.net</a> <a href="mailto:l.finch@kingsmeadschool.net">l.finch@kingsmeadschool.net</a> <a href="mailto:j.taylor@kingsmeadschool.net">j.taylor@kingsmeadschool.net</a> <a href="mailto:g.taylor@kingsmeadschool.net">g.taylor@kingsmeadschool.net</a> <a href="mailto:t.bohn@kingsmeadschool.net">t.bohn@kingsmeadschool.net</a>
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mrs M. Mincher	Office@kingsmeadschool.net
Headteacher	Mrs M. Mincher	Office@kingsmeadschool.net
Local authority designated officer (LADO)	Designated when requested	0800 131 3126
Chair of governors	Mr Chris Hunt	governors@kingsmeadschool.net

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Staffordshire County Council, Staffordshire Safeguarding, JTMAT and Government updates re CV19

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.

Staff at Kingsmead will still be able to, and have been encouraged to report any concern through 'My Concern' in the usual manner. The DSL and DDSL and relevant Progress Leaders responsible for the initial safeguarding of their year groups will monitor daily.

All staff will 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 or contactable on designate safeguarding numbers wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum and published on the School website.

If our DSL Mrs Pritchard (or deputy, Ms Bohn) can't be in school, they can be contacted remotely by telephone on 07395 902119, please refer to 'important contacts' at the start of the addendum

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 Mrs Maria Mincher, Head of School. You can contact them by email on [office@kingsmeadschool.net](mailto:office@kingsmeadschool.net) or via the emergency contact numbers available on the School Website.

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 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

The following guidance is currently in place:

- The School will regularly, via the Headteacher, update the LA with regards to Vulnerable / LAC children
- The School will maintain regular contact with ALL vulnerable and LAC/EHCP students
- The School, via the DSL/SENCO will maintain regular contact with the designated Social Worker attached to all Vulnerable and LAC students

## **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 telephone calls and where necessary safe and well checks
- 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.

## **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.

Staff should report immediately ANY concerns they may have onto My Concern and report via telephone call to the DSL as soon as the concern is raised

## **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.

All investigations will be carried out in conjunction with the LADO remotely during school closure. All concerns regarding a member of staff should be reported immediately to the Head teacher as per the safeguarding policy. Any concerns regarding the Head teacher should be reported to the Chair of Governors.

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. Students who may fall into this category will be identified through My Concern and if the concern is not satisfactorily concluded the option to work in school will be investigated. All students who have had recent Social Worker involvement and/or assessments will be contacted through key staff.

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

Each child has an individual plan which sets out

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both
- All contact will be recorded in the centralised 'contact tracker' and monitored by the DSL/SENCO

Contact arrangements will be reviewed weekly by the DSL/SENCO

If we can't make contact, we will contact First Response or Police if deemed an emergency

## 11. 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.

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 when deemed appropriate and/or necessary
- Seeming more withdrawn during any class check-ins or video calls
- Out of character work/comments made on work when submitted to staff

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.

If IT staff are unavailable, our contingency plan is to contact IT support through the JTMAT support services.

All school supplied laptops, whether these are for staff or students are covered by our filters and monitoring systems even when being used off-site.

### 12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour code of conduct/ and online safety policy alongside the staff IT acceptable use 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.

All schools and colleges should be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or college. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

The department is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published 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 could help plan online lessons and/or activities and plan them safely. All schools and colleges should consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's or college's staff behaviour policy (sometimes known as a code of conduct). This policy should amongst other things include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced. Schools and colleges should, as much as is reasonably possible, consider if their existing policies adequately reflect the new reality of so many children (and in some cases staff) working remotely online. As with the child protection policy, in some cases an annex/addendum summarising key COVID-19 related changes may be more effective than re-writing/re-issuing the whole policy. The principles set out in the guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium may help schools and colleges satisfy themselves that their staff behaviour policies are robust and effective. In some areas schools and colleges may be able to seek support from their local authority when planning online lessons/activities and considering online safety.

Schools and colleges should ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:

□ Childline - for support □ UK Safer Internet Centre - to report and remove harmful online content □ CEOP - for advice on making a report about online abuse

Schools and colleges are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will

asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. In their communications with parents and

carers, schools and colleges should emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online ☐
- London Grid for Learning - for support for parents and carers to keep their children safe online ☐
- Net-aware - for support for parents and carers from the NSPCC ☐
- Parent info - for support for parents and carers to keep their children safe online ☐
- Thinkuknow - for advice from the National Crime Agency to stay safe online ☐
- UK Safer Internet Centre - advice for parents and carers
- The department encourages schools and colleges to share this support with parents and carers.

Taken from:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schoolscolleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-otherproviders#designated-safeguarding-leads-dsls>

## 12.3 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

Communication will be made to parents via ParentPay and via the school's social media network

## 13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. All students who have received counselling intervention will continue to have contact with their designated mentor throughout the lockdown period

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.

## 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 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.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

## **14.3 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

## **14.4 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.

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

## **15. Children attending other settings**

Where children are temporarily required to attend another setting, we will make sure 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, 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.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

## **16. 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 ever 3 weeks by the DSL Mrs D. Pritchard. At every review, it will be approved by the Chair of Governors.

## **17. 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
- › Anti-Bullying policy
- › Safeguarding Whistleblowing Policy