

# Child protection and safeguarding: COVID-19 addendum

Boundary Primary School



**Approved by: S. Ashton**

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Nicola Bunday (DHT)	nicola.bunday@boundary.blackpool.sch.uk
DSO	Lavinia Anderson	<a href="mailto:lavinia.anderson@boundary.blackpool.sch.uk">lavinia.anderson@boundary.blackpool.sch.uk</a> 07597 669078
Other contactable DSLs	Suzanne Ashton (HT) Helen Moyes (DHT)	suzanne.ashton@boundary.blackpool.sch.uk Helen.moyes@boundary.blackpool.sch.uk
Headteacher	Suzanne Ashton	07561 426407
Blackpool Local authority designated officer (LADO)	01253 477541	<a href="mailto:lado@blackpool.gov.uk">lado@blackpool.gov.uk</a>
Chair of governors	Jamie Truelove	<a href="mailto:admin@boundary.blackpool.sch.uk">admin@boundary.blackpool.sch.uk</a> 01253 287250

## 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 ( the local authority chief executive, the accountable officer of Blackpool clinical commissioning group, and the chief officer of police) and local authority (LA) Blackburn with Darwen, Blackpool and Lancashire children’s Safeguarding assurance partnership.

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.

There are no changes to our standard reporting procedures- these remain reporting concerns to DSL and using MyConcern as in section 3 of our Safeguarding Policy.

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 arrangements

We aim to have a trained DSL on site at all time – on a rota basis. Should this become unsustainable (due to staff illness) a DSL will always remain ‘on call’ and can be contacted remotely by the phone numbers listed or by email. Details of all important contacts are listed in the ‘Important contacts’ section at the start of this addendum.

We will keep all school staff and volunteers informed by email (identified on staff rota sheet) as to who will be the DSL on any given day, and how to contact them. Additional DSL will be working from home but can also be contacted as listed in the ‘Important contacts’ section at the start of this addendum.

We will ensure that DSLs , wherever their location, know who the most vulnerable children in our school are.

In the unlikely event that there is no DSL on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Vicky Jones Boast. You can contact her by email [vicky.jones-boast@boundary.blackpool.sch.uk](mailto:vicky.jones-boast@boundary.blackpool.sch.uk) or on 01253 287250

The senior leader will be responsible for liaising with the off-site DSL to make sure they can:

- Identify the most vulnerable children in school
- Update and manage access MyConcern (child protection file), 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 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

## 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 phonecall or text
- 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 using our SIMs system.

## 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 in line with our standard policy.

## 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 in line with our standard policy.

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.

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 'Vulnerable Children'

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

LA to continue with current cases unless absent from work in which case the DSL will coordinate lead worker.

High priority (red) cases to be contacted at least 2x a week by phone contact

CP cases to facetime / Skype / google meet once a week (need to see child) wherever possible

Records of contacts will be sent to [children.partners.update@blackpool.gov.uk](mailto:children.partners.update@blackpool.gov.uk) as well as directly to social worker using the standard proforma

Medium (Amber) cases 1x a week phone contact

All phone calls made logged on My Concern (regardless of if answered or not) using the relevant Covid codes and any concerns to case lead professional for each family.

We have informed children's social care of these plans, where relevant, and will review them at least monthly.

If we can't make contact, we will contact children's social care, Pupil Welfare Services or the police depending on the individual case.

### 10.2 Contact plans – All children

Class teachers need to monitor their pupils' engagement in learning during this difficult time, as a lack of engagement may be a sign that further contact is needed.

If you have no evidence that a pupil has accessed learning online for one week please:

1. Check with teachers of any sibling if they have had successful contact
2. Contact the school office to get all contact numbers for the child off SIMS
3. Attempt phone contact (with all of the numbers) every day for week and log this on MyConcern so LA / NB are aware of the situation)
4. If none of these actions have resulted in contact LA / CS for a safeguarding follow up with PWO.

### 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 (Remedian) are unavailable on site our contingency plan is that they can be contacted remotely using our normal online ticket system or via our School Business Manager.

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and 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 (by previous internet safety lessons and current information on our school website) 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 by including this information in home learning packs
- › 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 via information on our school website.

## 12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our school counsellor (New Start Ltd) will continue to work with her clients with face to face sessions for those attending school and phonecall / facetime for children off site. Our mental health lead will also 'check in' by phone with those children on a Mental Health Safety Plan.

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.

We will interview any new staff in a face to face (but social distanced manner). We will recruit any internal positions virtually.

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**

The Headteacher 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.

### **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.

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, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSLs 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 DSLs 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.

## **15. Monitoring arrangements**

Nicola Bunday DSL and an appointed member of the governing body will review as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum this policy every half term.

## **16. 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