

CHILD PROTECTION POLICY CORONAVIRUS ADDENDUM JANUARY 2021



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Statutory Policy	Yes

Saltaire Primary School

Child Protection Policy Coronavirus Addendum

January 2021

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Rob Whitehead	07581 199485
Deputy DSLs	Tracey Liddle Chris Evans Rachel Abbott	07872 935453 07402 979999 07968 529701
Designated member of senior leadership team if DSL (and deputy) can't be on site	Beckie Garnett (EYFS) Kate Jacklin (Middle Phase) Helen Noble (Later Phase)	
Headteacher	Rob Whitehead	07581 199485
Local authority designated officer (LADO)	Dawn Holt	
Chair of governors	Christian Bunting	

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects updated advice from our 3 local safeguarding partners:

- The local authority (LA) – Bradford Council (through the Children's Services Department)
- A clinical commissioning group for an area within the LA – Airedale, Wharfedale and Craven, Bradford City and Bradford Districts CCG (Clinical Commissioning Group)
- The chief officer of police for a police area in the LA area – West Yorkshire Police

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means those who:

Are assessed as being in need, including children:

- With a child protection plan

- With a child in need plan
- Looked after by the local authority

Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

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 continuing to attend or returning to school and those at home.

Anyone who has a concern should continue to report these to the DSL and use CPOMS to provide a written record as soon as possible.

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 deputy) can't be in school, they can be contacted remotely by telephone (details provided above).

We will keep all school staff and volunteers informed using our daily briefing and welcome board 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 will take responsibility for co-ordinating safeguarding. This will be Beckie Garnett, Kate Jacklin or Helen Noble. You can contact them via the school office who will be able to locate them.

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
- Liaise with key members of pastoral care staff who may be able to provide support to children and families in the absence of the DSL (eg. Parental Involvement Worker, Mental Health First Aider)

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:

We will continue to report safeguarding concerns to the Children's Social Care Initial Contact Point on 01274 435600 -(8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday).

At all other times, Social Services Emergency Duty Team - 01274 431010

6. Monitoring attendance

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During the national lockdown, only vulnerable children and children of critical workers will attend school in person. Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by calling parents if we have not received notification of absence. If we cannot contact the priority 1 contact, we will proceed to call each contact on the list until we are able to confirm the location and safety of the child and family.
- If we cannot reach any contact on the list, we will contact the police if we have not heard from the family by 1:30pm
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will:

- Arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe

We might also:

- Provide a key adult in school, for example, the Parental Involvement Worker
- Arrange a staggered start time
- Provide a reduced timetable for a limited period

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by telephone call from the office in the first instance as detailed in the attendance policy. This may be followed by a phone call from the Parental Involvement Worker or a home visit if deemed necessary
- If we have not heard from parents regarding a child's absence and we cannot get hold of them by phone, we may report our concerns to the police
- Notify their social worker, where they have one

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. This will be reviewed in September as part of our annual update.

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. The following process should be followed:

If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

8. Concerns about a staff member, supply teacher 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.

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. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.:

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

We have agreed these plans with children's social care where relevant, and will review them monthly.

If we can't make contact, we will contact children's social care or the police.

10. Safeguarding all children

10.1 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.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Staff and volunteers should report any concerns to a DSL to agree further action.

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 to contact Bradford EICT on 01274 439300.

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.

Staff will use Zoom video conferencing to deliver face-to-face learning, assemblies, etc. The following guidance applies to these meetings:

- Links to meetings should only be shared via the school's email system to a parent or carers email address. The invite will be sent as close to the meeting time as possible (generally within the hour before but up to a maximum of 24 hours before if necessary).
- The waiting room should be enabled and staff should be vigilant to any unintended attendees in the meeting who should be removed immediately.
- Screen sharing should only be enabled for the host.
- The chat function should be disabled unless it is required for a specific reason, for example, for parents to share comments during an assembly or meeting.
- When meeting children on Zoom, staff should request that a trusted adult is present throughout the meeting.

The school has a YouTube channel which has been set up with higher levels of security, specifically aimed at an audience of children. This should only be used to post videos after consultation with the headteacher or deputy headteacher.

If children are required to stay at home for extended periods of time due to self-isolation, teachers will attempt to make contact with families once a week via telephone. This may not always be possible due to the availability of the teacher and other commitments in school however it is the aim that parents and carers feel they have clear channels of communication in the event of self-isolation.

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
- 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

Support and information will be posted on the school website to assist parents in keeping their children safe whilst online. Teachers will advise parents about the importance of children staying safe online when they communicate via newsletter, phone calls and on video conferencing.

12. Mental health

12.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

We have trained staff in school who can deliver structured mental health support to children using resources provided by Jenby's in Schools.

School also has access to a professional counselling service.

Children may receive additional support for SEMH through targeted intervention as part of our catch-up programme.

Staff who have concerns about children regarding their mental health should discuss this with Tracey Liddle. Any additional support or intervention should be included in ongoing provision maps.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This may include providing support or counselling via telephone or video conferencing.

We will also signpost all pupils, parents/carers 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.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum

13. Staff and volunteer recruitment

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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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. 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 in line with the expectations of Keeping Children Safe in Education.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our child 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

17. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum each month by Rob Whitehead, Headteacher. At every review, it will be approved by the full governing board.

18. Links with other policies

This policy links to the following policies and procedures:

- Behaviour (and addendum)
- Staff code of conduct
- Complaints
- Health and safety
- Attendance (and addendum)
- Online safety
- Equality Statement and Objectives
- Relationships, Sex and Health education
- First aid
- Curriculum
- Privacy notices
- Designated teacher for looked-after and previously looked-after children
- Whistleblowing
- Acceptable Use Agreement