

Sparsholt C of E Primary School

Child protection and safeguarding: COVID-19 addendum

January 2021



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Important contacts

Role Name	Name	Contact Number	Email
Designated Safeguarding Lead	Elizabeth Hanratty	01962 776264	e.hanratty@sparsholt.hants.sch.uk
Deputy Designated Safeguarding Leads	Jane Gwilliam	01962 776264	j.gwilliam@sparsholt.hants.sch.uk
	Carol Sheppeck	01962 776264	c.sheppeck@sparsholt.hants.sch.uk
Headteacher	Elizabeth Hanratty	01962 776264	e.hanratty@sparsholt.hants.sch.uk
Chair of Governors	Kathy Bamber		Kathy.bamber@sparsholt.hants.sch.uk
Safeguarding governor	Kathy Bamber		Kathy.bamber@sparsholt.hants.sch.uk
LADO	Mark Blackwell	01962 876364	mark.blackwell@hants.gov.uk

1. Scope and definitions

This addendum applies from the start of the Spring term 2021. It reflects the latest advice from the Hampshire Children's safeguarding Partnership made up of our 3 local safeguarding partners: Hampshire County Council, West Hampshire Clinical Commissioning Group, and Hampshire Constabulary.

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
- On the edge of receiving support from children's social care services or in the process of being referred
- Adopted or on a special guardianship order
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Care leavers
- Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- In need of support for their mental health

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should 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 at school and those at home.

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 always 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. However, in the exceptional circumstances where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone or email - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and 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.

It is important that all Sparsholt CofE Primary School staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

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 parents or carers, by phone and/or email
- 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.

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.

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/supply teachers/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

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

Each child will have 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 will agree these plans with children's social care where relevant, and will review them regularly.

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. They will act on concerns immediately in line with the procedures set out in our Safeguarding and Child protection policies.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to communicate 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

11. Online safety

11.1 In school

Sparsholt CE Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in school, appropriate supervision will be in place.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct, Staff acceptable use of ICT policy and our remote learning policy.

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 our Safeguarding and Child Protection Policies and where appropriate, referrals should still be made to children's social care and as required, the police.

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, where relevant, 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 teaching and resources our school provides
- › Know where else they can go for support to keep their children safe online

12. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact **Jane Gwilliam** (SENCO / Wellbeing lead) on 01962 776264 or email j.gwilliam@sparsholt.hants.sch.uk

The school will make sure pupils, parents and carers are aware of this.

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. They will inform the Head teacher **Elizabeth Hanratty** and the Wellbeing lead **Jane Gwilliam** who will plan suitable support.

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 virtual sessions, telephone conversations and the provision of specific resources to support individual children.

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 normal reporting procedures as set out in our Safeguarding and Child protection policies.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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 183-188 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.

15. Monitoring arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum every 6 weeks by **Elizabeth Hanratty – Head teacher**. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Safeguarding Policy
- Staff Code of conduct
- Staff acceptable use of ICT policy
- Health and safety policy
- Remote Learning policy
- Mental Health and Wellbeing policy
- Pupil E-safety policy

Review frequency	As needed but at least every 6 weeks
Last review date	January 2021
Next review Date	March 2021
Is this addendum statutory or non-statutory?	Statutory
Signature of Headteacher	
Signature of Chair of Governors	