



## **COVID-19 Addendum to the Child Protection Policy April 2020:**

### **How is school supporting children who are vulnerable? Eg in school, calls home etc**

- A DSL will be on site each day during normal working hours throughout the crisis providing they are well enough to do so. Designated Safeguarding Lead is contactable each day providing she is well to do so
- All children with an EHCP or a social worker are aware that a school place is available for them. Where families are following government advice to stay at home and/or are self-isolating and school believes that they are safe to do so then it has been agreed that they can stay at home. This will be reviewed as government advice changes
- The pastoral team will encourage attendance for students known to social care, have an EHCP and/or are deemed to be vulnerable
- The pastoral team have identified a list of children where initial concerns have been raised which may or may not indicate a child protection issue.
- The pastoral team have responsibility for checking that parents/carers of children on the list have been called and regular checks are made. Each team leader has a case load of students to oversee
- The Pastoral team will aim to speak directly with the child while parent present where possible
- Students identified as high profile will be contacted every other day by their key worker. All other students on this list will be contacted each week. This may change over time depending on each individual student
- All families will be contacted by their tutor every two weeks. This contact will be recorded. Where teachers making the calls/emails have safeguarding concerns these must be recorded onto My Concern and action will be taken by the DSL
- If a member of staff has issues accessing My Concern then an email should be sent to [concern@thomasesstley.org.uk](mailto:concern@thomasesstley.org.uk) outlining the concern
- Tutors have been asked to record all details of conversations centrally so DSLs can access

### **What we will you do if parents do not answer our calls e.g. other contact details, referral to Early Help, home calling etc**

- Where we are unable to make contact via phone calls or emails we will attempt to contact other family members where we have their numbers as contacts to check.
- If no response a letter will be sent to the primary carer
- If the above fails then we will ask members within the local community via phone calls to see if they have contact.
- If there are major concerns then we will contact First Response and follow their advice
- We have a duty of care to protect staff too but in the event that there are significant concerns and a Social Worker isn't made available we would visit the family at home but follow strict guidelines linked to social distancing and lone working policies
- If we remained concerned then we would contact emergency services

### **Absence – follow-up arrangements for children who should be attending school but are absent?**

- Our first day call system will be operated if we are expecting a vulnerable child in school and haven't agreed to them being at home to find out why. We would then react accordingly depending on the reason for absence

## **Safeguarding information being shared if you have students attending from other schools?**

In the event that children were admitted from other schools and there are safeguarding issues we would:

- Ensure that we have a direct link with the DSL or a Deputy DSL from the school that the child attends
- If there were any concerns we would speak to the DSL/Deputy DSL of the school concerned and agree any appropriate actions
- If there were significant concerns we would contact the social worker of First Response for advice and guidance or to report a concern.
- If a child has the following, listed below, we would require a copy of them:
- Education and Health Care Plan
- Child in Need Plan
- Child Protection Plan
- Looked After Children – Personal Education Plan and name of their social worker as well as name of the Virtual School Head
- We will request these before the child arrives but realistically as soon as possible. This will be the responsibility of the DSL or DDSL on duty at the time that the request comes in

## **Working online with pupils, the “code of conduct” must still be adhered to. What other precautions and safeguarding measures are being put into place?**

Staff Code of Conduct, Child Protection Policy, KCSIE Part 1 and ESafety polices must be followed at all times.  
Additional guidance for while children working remotely and electronically at home:

- Telephone calls are made directly to parents and not students
- DSLs may have direct contact with individual students if there are safeguarding concerns
- Emails to students will be ‘work related’ only – staff should sign post students to [Talk@thomasesstley.org.uk](mailto:Talk@thomasesstley.org.uk) if students require additional support
- Communication will remain professional at all times
- Where members of staff have concerns they are to immediately report these to DSLs and cease any contact with the student’s parent/carer until the issue is resolved
- Recorded clips of teaching can be used and uploaded to Show My Homework
- When recording clips staff should ensure that they are in a neutral environment and nothing inappropriate should be seen or heard

## **Safeguarding induction process for staff from other schools who join you for example, or volunteers?**

In the event that this may occur;

- Staff from other schools will receive the standard induction
- DBS certificates will be checked and staff temporarily added to our register
- Staff will be asked to read all relevant policies and sign to say that they have read them
- References or contact with employer in their school setting will be made to ensure that the person is safe to work with children

## **Supporting Children to stay safe online:**

- All children have been taught online safety in school

- Reminders have been issued on Show My Homework to remind children on the rules for online safety
- Parents have received a list of websites that they can access to offer support and guidance on online safety
- Students will have regular reminders on the importance of keeping themselves safe online
- Students have been informed what to do if they need to report any form of abuse on line

### **Reporting and managing peer on peer abuse?**

- This will be very difficult to monitor for children not in school, especially where we haven't previously had any concerns. We will depend on information being shared by the wider community and then would need to act in line with the Child Protection Policy
- For children attending school the agreed Child Protection Policy will be followed

### **Children with a Social Worker**

- The expectation is that these children will attend school unless it has been decided by the social worker and the family that it is not in the best interests of the child.
- Students not attending will receive a call every other day from a pastoral member of staff

### **Working across schools (if required)**

- Staff who are working across different schools should be made aware, through induction, of safeguarding processes within the setting as well as who the DSL/DDSL are.
- If Thomas Estley students attend a different setting, then the receiving school will be made aware of any relevant welfare and child protection information and will be issued copies of;
- Education and Health Care Plan
- Child in Need Plan
- Child Protection Plan
- Looked After Children – Personal Education Plan and name of their social worker as well as name of the Virtual School Head

As soon as is logistically possible and as a minimum expectation a conversation between DSLs or DDSLs would be had

### **Safer Recruitment**

In the event of a need to recruit we would:

- continue to follow the safer recruitment guidelines in KCSIE Part 3.
- continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances would a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

### **Mental Health**

- We will be vigilant and aware of children's mental health and how this may present in changes in their behaviour. Continue to support within school and use the white "Services Directory" (on LTS and in DSL pack) to signpost parents who are struggling with specific issues.

- Pupil Premium Mentors and Pastoral Staff who are trained to support children's mental health will be available throughout the crisis, providing they are well
- Some students may have access to online counselling

Cathy Cornelius, April 2020