**Child Protection – Covid 19 Addendum**

**Scope and definitions**

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the LA. 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

**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. Where staff have a concern about a child, they should use CPoms to log this. This will ensure that the concern is received and dealt with immediately.

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.

**DSL (and deputy) arrangements**

We aim to have a trained DSL or deputy DSLs on site wherever possible. If any DSLs can’t be in school, they can be contacted remotely via email / telephone. 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. 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

Make phone calls and/or home visits to vulnerable pupils.

 **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:

 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

**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 a phone call home (if we are unable to contact them by phone, we will, where possible, make a home visit)
* 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 by regular phone calls home or a letter home, if we are unable to contact them by phone.

**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. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within our Safeguarding Policy. The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns must be reported to the DSL/Deputy DSLs. The DSL/Deputy DSLs will then record it on CPoms and take the appropriate action.

**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. Where staff are concerned about an adult working with children in the school, they should follow the normal procedures in the school’s safeguarding policy by reporting the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally / via CPoms / followed up with an email to the headteacher. Concerns around the headteacher should be directed to the Chair of Governors: Mr Steve Wright

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.

**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.

**Safeguarding for children not attending school**

**Contact plans** We have contact plans for all children on roll at school, and particularly for those 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.

 These plans set out:

How often the school will make contact

Which staff member(s) will make contact How they will make contact

What to do if a concern is raised Contact Plan: for most pupils this will be once a fortnight by phone by the form tutors.

If these is no response, the form tutor indicates this in CPoms, so the family can be contacted by office staff or DSL. Those with an EHCP will be contacted by phone by the SENCo or the teaching assistants under the SENCo’s direction. All concerns are logged via CPoms, which will trigger an appropriate response. The Contact plan will be reviewed every two weeks

If we cannot make contact, we will initially seek a home visit. If we are still unable to make contact, we will inform children’s social care or, if required, the police.

**Safeguarding** **all children** Staff and volunteers are aware that this difficult time potentially puts all children at greater risk. Form tutors will make contact with parents and pupils once a fortnight to make sure that the pupil remains safe and well and able to access home learning. 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 below).

**Online safety**

**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 draw on support from the LA SITTS team.

**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 they have back to our school, and signpost them to other sources of support too.

**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

**Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We will 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.

 **Staff recruitment, training and induction**

**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.

**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.

 **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. Staff in school will sign in and sign out each day they attend. We will continue to keep our single central record up to date

**Children attending other settings** if 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. We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

**Monitoring arrangements** This policy will be reviewed as guidance from the LA or DfE is updated.

**Links with other policies** This policy links to the following policies and procedures: Safeguarding policy; Staff code of conduct; Anti-bullying policy; Whistle-blowing policy; IT acceptable use policy; Health and safety policy