PRIORY SCHOOL

Child protection and safeguarding: COVID-19 addendum

Version	Authorised	Approval Date	Effective Date	Review Date
1	FGB	April 2020	April 2020	Sept 2020

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Headteacher and Designated safeguarding lead (DSL)	Jacqueline Laver	07949054371 Jacqueline.laver@prioryschool.com
Deputy DSL	Carol Barber	07308600162 Carol.barber@prioryschool.com
Deputy DSL	Lindsey Hicks	Sen@prioryschool.com
Chair of Governors	Roy Barrett	Debroy.Barrett@prioryschool.com
Link Governor for safeguarding	Bharathi Sudanagunta	Bharathi.sudanagunta@prioryschool.com
Designated Offer (LADO)	Nicola Johnstone	0788 5828 387 nicola.johnstone@scstrust.co.uk
Safeguarding Partner Board		https://www.sloughsafeguardingpartnership.org.uk/scsp
Front door contact details		01753 875362 Out of Hours: 01344 786543 sloughchildren.referrals@scstrust.co.uk
SEND Integrated support services		01753 787660 ISSadmin@slough.gov.uk

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 and local authority.

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, both for children still attending 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 have a trained DSL or deputy DSL on call at all times. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all school staff informed of the DSL contact details by including this information on the weekly staff rota.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are

The senior leader on site 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

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 a daily telephone call

> 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.

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 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. Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher directly and follow the Priory School Whistle Blowing Policy. Concerns around the Headteacher should be directed to the Chair of Governors.

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. 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 below.

10. Contact plans

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

All parents of vulnerable children are contacted regularly by telephone call and a record of conversations are kept on SIMS.

11. 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 line with the procedures set out in section 3 above.

For children at home, they 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

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

IT staff have the ability to work remotely from home. In the case that all IT staff are unavailable the main domain administrator password is kept in a laminated envelope in the safe. IT support could be sourced from other local schools in an emergency.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing ICT Policy, Behaviour policy, GDPR and Code of Conduct.

In addition, other measures have been put in place including:

- Staff only use approved platforms to receive and send messages to other staff from home and to pupils and parents
- Platforms used by students for e-learning (such as Office365, G Suite, Mathletics, TTRS) are checked for GDPR compliance and suitability before use
- Content for website/facebook/e-learning is vetted by Year Leaders, SLT and/or IT Team prior to being uploaded
- Video messaging platforms are provided by GDPR compliant suppliers
- Online Safety information has been shared with all parents and students
- Secure 'worry box' is in place for students/parents to report any worries privately and confidentially to Inclusion team only.
- Staff have received training and advice on the safe use of Facebook where they are replying to posts on the school Facebook page
- Facebook page (main social hub) is monitored daily for any inappropriate content/comments
- Remote lessons are conducted in agreement with parents and school and following a certain set of guidelines

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.

13.3 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

13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We have set up a pupil 'Worry' email in order for them to share any concerns or worries they may have.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. All information is published on our website.

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.

14. Staff recruitment, training and induction

14.1 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.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents, 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.

14.2 Staff 'on loan' from other schools

We 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.

14.3 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

14.4 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

15. 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 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

Where the DSL, deputy 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.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum monthly by the Designated Safeguarding Lead. At every review, it will be approved by the Full Governing Body.

17. 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

> Whistle-blowing Policy