



Crofty Child protection and safeguarding: COVID-19 addendum

Illogan Primary School

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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 – the local authority, the clinical commissioning group and the chief officer of police for Cornwall and the Isles of Scilly.

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, the safeguarding of all children at our school whether they are currently at home or in attendance here or elsewhere – continues to be our priority. The following fundamental safeguarding principles remain the same:

- › 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
- › The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy. A designated safeguarding lead (DSL) or deputy is available at all times (see section 4 for details of our arrangements). Where our DSL or a deputy DSL cannot be on site, then in addition we will also ensure a senior leader from Crofty Multi Academy Trust takes responsibility for co-ordinating safeguarding on site.
- › 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.

All concerns will be reported using the normal process of MyConcern / CPoms.

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 email and/or telephone.

If our DSL (or deputy) is unavailable, we will contact one of the other hub DSLs. Their DSL can be contacted by email or phone.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them. This information can also be located on the hub school staffroom information board.

We will ensure that DSLs (and deputies)/senior leaders, 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 the DSL can:

- 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 school will however continue to monitor the attendance of each child on the school learning platform and where a child has not been active on the platform/ or where there has been no contact with the family for 10 school days the DSL/Senior Leader will telephone the parent/carer to ensure the child is well. If contact however cannot be made a referral will be made by the DSL/Senior Leader to the LA (Child Missing Education Team). The school will continue to attempt to make contact until they have been instructed otherwise by the LA.

The exception to this is where the family are considered vulnerable for example, Child in Need, Child Protection Plans, Special Guardianship, Early support, EHC plans. In these cases, where there are or have been safeguarding concerns. See appendix 1 (Crofty MAT Safeguarding Procedures 2/4/20)

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We have made arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details through the completion of the Crofty MAT Childcare Consent Forms.

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.

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 and follow Crofty MAT's Whistleblowing policy which can be located on the school website.

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. For example, children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 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
- They won't be attending school as the parent/carer feels anxious about sending their child to school due to Covid 19.

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them as necessary and in agreement with social care.

If we can't make contact, we will contact and inform the allocated social worker (if they are unavailable we will contact the duty social worker, then MARU or the police to ask for a welfare visit to be undertaken).

10.2 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 particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

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

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff and Volunteer Code of Conduct Policy and Acceptable Use Policy.

All online communication between pupils and staff/volunteers will be carried out only through the use of school means of communication e.g. school learning platforms. Personal emails or social media accounts may not be used to communicate in any way with pupils.

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

12. Mental health

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

- Ensuring all pupils have the option to contact a trusted member of staff via the school learning platform.
- Contact information for Childline displayed on all school learning platforms.
- Where possible members of the school pastoral staff maintaining links/communication with children they have worked with/are currently working with in relation to mental health support and guidance.

We will also 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.

13. Staff recruitment, training and induction

13.1 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 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.

13.2 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. These checks will be undertaken by Crofty MAT School Improvement Officer.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 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
- Location of safeguarding board within the setting and key information
- Confirmation of DSL arrangements

13.4 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. Only staff and volunteers entered on Crofty MAT schools' single central records will be used.

14. 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) will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. 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 every 3-4 weeks by Nicola Furnish (MAT Safeguarding Lead) At every review, it will be approved by the MAT School Improvement Officer and Chief Executive Officer.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Volunteer code of conduct
- Acceptable use policy
- Health and safety policy
- Online safety policy

- › Whistleblowing policy
- › Peer on Peer Abuse Policy
- › Anti-bullying Policy

Appendix 1.

Crofty Safeguarding Procedures (2/4/20)

Please place the statement below in red on your school Facebook, website and online learning platforms etc. for parents/carers to read.

Dear Parent/Carer,

As part of our legal responsibility to safeguard children, we would like to receive at least one communication a week (during normal term time) via _____ from every child so that we know they are okay. If we do not hear from you via _____ at least every 10 days then we will call you to confirm all is well (otherwise we will report your child as 'missing' with the local authority). Please help us by logging in and messaging us once a week as a minimum (with the exception of the upcoming Easter break from Saturday 28th March until Tuesday 14th April). Many thanks, _____.

As a minimum ensure the following is carried out to enable all schools to keep track of the children in relation to safeguarding:

Children on Child Protection Plans

DSL to be in touch with these families every other day Monday – Friday. If possible try and talk to the children e.g. 'we are missing him/her, I would really value being able to say a little hello'.

If you can't talk to the child(ren) then listen to the background noise. Can you hear the child(ren)?

Log all calls made and the outcomes of calls. This should be recorded on MyConcern/Cpoms.

On the day you call, if you cannot make contact email/phone the allocated social worker and inform them. If you get no reply from the social worker within 24hrs call children's social care and inform the duty social worker of the situation, if there is no duty social worker call MARU or the police for a welfare visit to be made.

Children on Child in Need Plans

DSL to be in touch with these families every week Monday – Friday. If possible try and talk to the child(ren) e.g. 'We are missing him/her, I would really value being able to say a little hello'.

If you can't talk to the child(ren) then listen to the background noise. Can you hear the children?

You need to be logging all calls made and outcomes of calls. This should be recorded on MyConcern/Cpoms.

If you cannot make contact within the week email/phone the allocated family support worker and inform them. If you get no reply within 24hrs call children's social care and inform the duty social worker of the situation if there is no duty social worker call MARU or the police for a welfare visit to be made.

Families where there are other Safeguarding Concerns/Vulnerabilities

DSL to be in touch with these families every week Monday – Friday. If possible try and talk to the children e.g. 'We are missing him, I would really value being able to say a little hello'.

If you can't talk to the children then listen to the background noise. Can you hear the children?

You need to be logging all calls made and outcomes of calls. This should be recorded on MyConcern/Cpoms.

If you cannot make contact within 10 days week report them as a CME.

All Other Children

We have a responsibility to ensure that there has been some contact with every child every ten days. This could be online learning contact from your staff. Ask your staff to inform the DSL at the end of every other week any children that they have had no contact from.

The DSL/pastoral team will then phone the child's parent to ensure they are okay. If they still have no contact then the DSL needs to report this child as CME.

Hub Management

If you have any concerns/information regarding a call received by the admin team or about a child in the hub while you are lead please email the concern to the child's normal headteacher/DSL and phone them to inform them that they have been sent an email.

If you feel a child is at immediate risk of harm or need advice call MARU 03001231116 out of hours 012082151300