

Child protection and safeguarding: COVID-19 addendum

St. Aubyn's School

Approved by: [Name] Date: [Date]

Last reviewed on: 27 January 2021

Next review due by: 27 February 2021

Contents

Important contacts	2
1. Scope and definitions	3
2. Core safeguarding principles	3
3. Reporting concerns.....	3
4. DSL (and deputy) arrangements	3
5. Working with other agencies	4
6. Monitoring attendance	4
7. Peer-on-peer abuse.....	4
8. Concerns about a staff member, supply teacher or volunteer.....	4
9. Contact plans	4
10. Safeguarding all children	5
11. Online safety	5
12. Mental health	5
13. Staff and volunteer recruitment	6
14. Safeguarding induction and training	6
15. Monitoring arrangements.....	6
16. Links with other policies.....	6

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Marcus Shute	07827442782 m.shute@staubyns.com
Deputy DSL	Jennifer Butcher	j.butcher@staubyns.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Helen Singleton	07799748291
Headteacher	Leonard Blom	07717752390
Local authority designated officer (LADO)	Helen Curtis	020 8708 5350 helen.curtis@redbridge.gov.uk
Chair of governors	Abrie Botha	via School Bursar: bursar@staubyns.com

Any updates from the 3 safeguarding partners including information on changes in arrangements for CP Conferences and Looked After Reviews can be found here: <https://www.redbridgescp.org.uk/>

1. Scope and definitions

This addendum applies from the start of the Lent term 2021. It reflects the latest advice from our 3 local safeguarding partners (police, local authority and clinical commissioning group across Redbridge, Barking and Dagenham and Havering)

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

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. An electronic initial concern form can be used by staff as many of them are not in School during lockdown.

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 and/or deputy DSL on site wherever possible during the school day. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Helen Singleton or Len Blom.

The senior leaders 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 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 Nursery children, 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 phoning home
- › Notify their social worker, where they have one

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

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 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 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

We have contact plans for certain children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has 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

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 section 3 above.

10.2 Children at home

The school will maintain contact with children who are at home. Teachers will be delivering live lessons and will be able to see and talk to children directly. They can use breakout rooms for private chats if they have a concern.

Staff 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

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

IT staff will be available in School, remotely and 'on call' to come in if necessary.

11.2 Outside school

- › Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct and Staff 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.

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

This communication with parents will be done by email and newsletter.

12. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact their child's class teacher in the first instance. The school will make sure pupils, parents and carers are aware of this.

12.1 Children in school

Staff 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.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our school counsellor will continue to provide counselling via Teams or telephone.

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 will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum

13. Staff 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.

14. Safeguarding induction and training

We will make sure that staff are aware of changes to our procedures and local arrangements.

New staff 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 3-4 weeks] by Marcus Shute (DSL) 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 and Safeguarding Policy and Procedures
- Staff Code of Conduct
- Acceptable Use of IT Policy for Pupils
- Health and Safety Policy
- Online Safety Policy
- Whistleblowing Policy
- Anti Bullying Policy
- Staff IT Acceptable Use Policy