



## SOHO PARISH PRIMARY POLICY

### Safeguarding policy addendum Covid-19

Last reviewed:	June 2020	Next review date:	July 2020
Committee responsible	SAW	Written by	Louise Ritchie

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#### Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Louise Ritchie	<a href="mailto:louise@sohoparish.co.uk">louise@sohoparish.co.uk</a>
Deputy DSL	Mayowa Akinloye Hannah Peaty	<a href="mailto:mayowa@sohoparish.co.uk">mayowa@sohoparish.co.uk</a> <a href="mailto:hannah@sohoparish.co.uk">hannah@sohoparish.co.uk</a>

ROLE	NAME	CONTACT DETAILS
After school club DSL	Laura Morris	<a href="mailto:laura@sohoparish.co.uk">laura@sohoparish.co.uk</a>
Designated member of senior leadership team if DSL (and deputy) can't be on site	Robyn Churchman Rosie Malton	<a href="mailto:robyn@sohoparish.co.uk">robyn@sohoparish.co.uk</a> <a href="mailto:rosie@sohoparish.co.uk">rosie@sohoparish.co.uk</a>
Headteacher	Louise Ritchie	<a href="mailto:louise@sohoparish.co.uk">louise@sohoparish.co.uk</a>
Local authority designated officer (LADO)	<i>Vanessa Silva Carreira</i> Child Protection Adviser	Telephone: 020 7641 7668 Telephone: 07971 092072 Email: <a href="mailto:LADO@westminster.gov.uk">LADO@westminster.gov.uk</a>
Chair of governors	Lyn Meadows	<a href="mailto:chair@sohoparish.co.uk">chair@sohoparish.co.uk</a>

## 1. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19. It reflects updated advice from our local authority: Bi-borough Westminster/RBKC

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 definition of 'vulnerable children' includes 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
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
  - On the edge of receiving support from children's social care services
  - Adopted
  - At risk of becoming NEET ('not in employment, education or training')
  - Living in temporary accommodation
  - Young carers
  - Considered vulnerable at the provider and LA's discretion

## 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 continuing to attend or returning to school and those at home. Concerns continue to be reported to the DSL and recorded in 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 phone or email. Staff should ensure they have all relevant numbers.

We will keep all school staff informed as to who will be the DSL (or deputy) on any given day. If the DSL is not present staff will be advised which member of staff on site to contact with any concerns and how the DSL can be contacted.

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, another leader will take responsibility for co-ordinating safeguarding. This will be Rosie or Robyn.

The 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 / CPOMs, 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:

- The police
- 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

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

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 calling them each day after registration
- Notify their social worker, where they have one

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. All parents whose children have returned to school have been asked to ensure the three emergency contacts are up to date.

## 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.

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](mailto: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 children with a social worker, and other 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
- Each child with a social worker will attend school as part of the key worker/vulnerable group.
- If they cannot attend a designated staff member will make regular contact and liaise with the social worker
- Class teachers of pupils with a social worker will call more regularly

If we can't make contact, we will contact social care or the police.

## 10. 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.

### 10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

### 10.2 Children at home

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers 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 in school. This is managed by Adept and we have several contacts in case one is not available.

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy, code of conduct, IT and internet acceptable use policy, Remote learning policy and Acceptable use for live lessons 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.

### **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

This will be shared on the home learning page of the school website.

## **12. Mental health**

### **12.1 Children returning to school**

Staff and volunteers will be aware of the possible effects that this period may have had 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 family therapist continues to make phone calls to families at home and will return to school in September. We continue to work with MIND and our learning mentor is making regular phone calls to families needing support.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time. Our EP offers parent and staff sessions and has added resources to 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.

## **13. Staff recruitment**

### **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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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. We will not use outside staff unless absolutely necessary,

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

## **14. Safeguarding induction and training**

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

### **14.1 New and 'on loan' staff induction**

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

### **14.2 DSL training**

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

## **15. 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

## **16. 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.

## **17. Monitoring arrangements**

This policy will be reviewed as guidance from police, the LA or Department for Education is updated, and as a minimum every 3-4 weeks by Louise Ritchie, Headteacher. At every review, it will be approved by the full governing board.

## **18. Links with other policies**

This policy links to the following policies and procedures:

- Safeguarding policy
- Staff code of conduct
- IT and internet acceptable use policy
- Acceptable use for live lessons policy
- Health and safety policy and Covid Risk Assessment
- Online safety policy
- Whistleblowing policy