WINDMILL CHURCH OF ENGLAND PRIMARY SCHOOL

Child protection and safeguarding: COVID-19 addendum

Approved by:	*Darren Foulke*	***Date:*** *30.9.20*
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Contents

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

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sarah Mann	Sarah.Mann@windmillcofeprimary.co.uk
Deputy DSL	Jill Denvers Anila Fisher	Jill.Denvers@windmillcofeprimary.co.uk Anila.fisher@windmillcofeprimary.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Darren Foulke	Darren.foulke@windmillcofeprimary.co.uk
Headteacher	Darren Foulke	Darren.foulke@windmillcofeprimary.co.uk
Local authority designated officer (LADO)	Sandra Shaw	Lado.cases@kirklees.gov.uk
Chair of governors	Ann Midgely	Ann.midgley@windmillcofeprimary.co.uk

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority (LA) [Kirklees].

It sets out changes to our normal child protection policy in light of coronavirus, 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 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 clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

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
- 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
  - Living in temporary accommodation
  - Young carers
  - Considered vulnerable by the school and/or LA

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.

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 on site, they can be contacted remotely by email.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Darren Foulke (Headteacher). You can contact them by emailing darren.foulke@windmillcofeprimary.co.uk.

The senior leader will be responsible for liaising with our 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, with virtual school heads for looked-after and previously looked-after children, 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
- 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

The following guidance is currently in place:

The Windmill CofE Safeguarding Policy (Based oin the Kirklees Model Safeguarding and Child Protection Policy)

Staff Guidance for online and blended learnin

The Windmill CofE Online Policy

The Windmill Safer Working Practice Policy (Based on the Kirklees Model Policy)

6. Monitoring attendance

We will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

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 telephone on the first day of absence
- Notify their social worker, where they have one

We make sure we have up-to-date emergency contact details, and additional contact details in all cases. Parents/Carers are requested to notify the office immediately if these change.

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, supply teacher 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/supply teachers/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 for the duration of the COVID-19 period, in line with government guidance and will follow the procedures set out in our Safeguarding policy for LADO referrals.

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 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 – this will be over the phone, doorstep visits, or a combination of both
- These plans will be recorded on CPOMs

We have agreed these plans with children's social care where relevant, and will review them half termly.

If we can't make contact, we will notify the social worker and may request a welfare check from 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 children return. Parents/carers are actively encouraged to report changes in circumstances to a DSL.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

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 at home. 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 class check-ins

11. Online safety

11.1 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 contact our IT provider (Mint) remotely.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing, Remote Learning Guidance.

All staff sign the acceptable use policy annually and these are applicable to remote learning. Pupils and parents are expected to sign the home school online learning agreement.

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, 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

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.

School staff will access training on SEMH and Wellbeing through the as part of the Trailblazer project we are part of and will refer children for counselling through this project if required. Staff may also refer families/pupils for SEND support, Attendance Support, Family Support or Early Help

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Pupils who access counselling will do this at home remotely.

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 and volunteers 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 and volunteer 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.

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 183-188 of Keeping Children Safe in Education.

14. 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 in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 3-4 weeks by D. Foulke (Headteacher). 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:

- Safeguarding Policy

- Staff Guidance, Handbook and Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Attendance Policy Addendum
- Behaviour Policy Addendum