



Child protection and safeguarding: COVID-19 addendum

Hawes Side Academy

Approved by:	Governing Body	Date: 27 th May 2020
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This is version 1.0 of this addendum and will be reviewed by the DSLs monthly, as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website [\[link\]](#) and is made available to staff through email.

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Marianne Beckett	Marianne.beckett@hawes-side.co.uk
	Julie Fleckney	Julie.fleckney@hawes-side.co.uk
	Caroline Boothroyd	Work mobile: 07714744436 Caroline.boothroyd@hawes-side.co.uk
Other contactable DSL(s) and/or deputy DSL(s):	DSLs in other schools are not being used at this time	
Designated member of senior leadership team if DSL (and deputy) can't be on site	Lee Glynn	Lee.glynn@hawes-side.co.uk
Headteacher	Caroline Boothroyd	Caroline.boothroyd@hawes-side.co.uk
Local authority designated officer (LADO)	Staff on rota	lado@blackpool.gov.uk 01253 477541
Chair of governors	Tracy Wilson	Tracy.wilson@hawes-side.co.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 we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need.

It sets out changes to our normal **Child protection/ Safeguarding 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/ Safeguarding 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) should be available at all times either on site or available to contact (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. **Staff and volunteers will continue to follow our Child Protection procedures** [\[https://www.hawes-side.co.uk/our-school/policies\]](https://www.hawes-side.co.uk/our-school/policies) and advise the DSL of any concerns they have about a child, including those who are not attending school.

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 arrangements

We aim to have a trained 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 DSLs cannot be in school, they can be contacted remotely by:

Julie.fleckney@hawes-side.co.uk Work mobile: 07714744436

Marianne.beckett@hawes-side.co.uk

Caroline.boothroyd@hawes-side.co.uk

We will keep all school staff and volunteers informed by email and daily on site signs as to who will be the DSL on any given day, and how to contact them.

We will ensure that DSLs, wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Mr Lee Glynn, Vice Principal. You can contact him by emailing lee.glynn@hawes-side.co.uk. The senior leader will be responsible for liaising with the off-site DSL 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

DSLs and SMT to have access to a password protected file and maintain records of actions and concerns.

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 (and any other relevant agencies)
- 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 does not attend, or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers by various means to reduce the need for face-to-face contact. The various methods used will be telephone, FaceTime or Skype for example dependent upon circumstances.
- Notify their social worker, where they have one

If contact cannot be made, or if the DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

Where a vulnerable child does not take up a place, we will notify the social worker.

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, by regularly checking contact details with parent and carers and liaising with any social worker.

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 and follow the process set out in our **Child protection/ Safeguarding Policy** and **Online Teaching and Learning Policy and Addendum for Online Teaching and Learning Policy**.

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.

We will continue to follow the school's **Child protection/ Safeguarding Policy**; however, where the Principal is not available to report the matter to then the concern will be reported to the Vice Principal or Assistant Principal who will assess whether it is necessary to refer the concern to the local Authority Designated Officer (LADO).

Staff should continue to act on any concerns they have immediately.

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 do not 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.

These children will have 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

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- Where there is more than one parent or carer on school records contact will be attempted in priority order

Where relevant we have agreed these plans with children's social care and liaised with other agencies. These plans will be reviewed regularly.

If we cannot make contact, we will notify social care immediately and share full information following the process set out in the **Child protection/ Safeguarding Policy**.

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.

- If IT staff are unavailable, our contingency plan raise any issues to the IT provider's helpdesk (9am-9pm Monday – Friday) or via the portal at <https://comptechits.on.spiceworks.com/portal/tickets> and it will be responded to promptly.

11.2 Outside school

It is likely that children will be using the internet and engaging with social media far more during this time. Where staff are interacting with children online, they will continue to follow our existing staff code of conduct, online acceptable use policy and follow the process for online safety set out in our **child protection/safeguarding policy and our online teaching and learning policy and addendum**.

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 done through the procedures set out in the online teaching and learning policy and its addendum.

12. Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents/carers. 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.

Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff will be aware of the mental health of children and their parents and carers and will contact the DSL if they have any concerns. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

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 and volunteers 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 are not 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 in line with government guidance. These risk assessments will be carried out by a member of the senior management team and confirm that:

- the individual has been subject to an enhanced DBS and children's barred checklist and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children

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

For the duration of the COVID-19 measures, our DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs will be classed as trained even if they cannot receive this training.

All current staff have received safeguarding training and have read Part 1 and Annex A of Keeping Children Safe in Education (KCSIE). When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

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 **Child protection/ Safeguarding 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/ Safeguarding Policy** and this addendum
- Confirmation of local processes
- 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.

We will continue to keep our single central record up to date.

We will keep a daily register 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

These registers will be kept and checked against the single central register (SCR).

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 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 or SENCO cannot share this information, the senior leader 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.

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 monthly by the DSLs and senior management team. 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/safeguarding policy
- › Staff code of conduct
- › Online acceptable use policy
- › Health and safety policy
- › Online teaching and learning policy
- › Whistleblowing policy
- › Anti-Bullying policy
- › GDPR policy
- › Pupil acceptable use policy