

Lytham St Annes High School
Child Protection Policy Addendum in response to Covid-19

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Key School Contacts

Role	Name	Email
Designated Safeguarding Lead (DSL)	Tracy Lawson	Tracy.lawson@lythamhigh.lancs.sch.uk
Deputy DSLs (& Designated Teacher CLA) -	Sara Cardno Lyndsey Zammit Rebecca Johnson Nigel Cross Gail McGreehin	safeguardingteam@lythamhigh.lancs.sch.uk
Headteacher	Ray Baker	Ray.baker@lythamhigh.lancs.sch.uk
Chair of Governors	Beverley Harrison	Beverley.harrison@lythamhigh.lancs.sch.uk
Safeguarding Governor	Lynne Davies	Lynne.davies@lythamhigh.lancs.sch.uk
Other key staff: Year Leaders	Andrea Lavelle Y7 Sarah Lee Y8 (but email) Sarah Nicholson Y9 Emma Pumphrey Y10 Andrea Boyle Y11	Andrea.lavelle@lythamhigh.lancs.sch.uk Rebecca.johnson@lythamhigh.lancs.sch.uk Sarah.nicholson@lythamhigh.lancs.sch.uk Emma.pumphrey@lythamhigh.lancs.sch.uk Andrea.boyle@lythamhigh.lancs.sch.uk
SENCo	Tonia Hallam	Tonia.hallam@lythamhigh.lancs.sch.uk
School Contact Number	01253 733192 07775 501515	During School Hours (in the event of a whole school closure)

1. Context

- On 20th March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked to provide care in School for a limited number of children - children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- From 4th January 2021 (following a return to the School site for all students in September 2020-December 2020) School was again asked to provide care in school for a limited number of children (children who are vulnerable and children of critical workers to the COVID-19 response who cannot be safely cared for at home) whilst most students remained at home and accessed their learning remotely.
- The way Lytham St Annes (LSA) High School operated in response to coronavirus was fundamentally different to usual. However, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020, remain the same:
 - the best interests of children will always come first
 - if anyone has a safeguarding concern about any child they should continue to act and act immediately
 - a DSL or deputy DSL is available during school hours
 - unsuitable people are not allowed to enter the children's workforce/gain access to children
 - children should continue to be protected when they are online
- Due to the ever-changing situation School will provide regular updates to staff. These will be communicated via staff email and the use of Microsoft Teams. Telephone contact may also be made in urgent/emergency circumstances. Consequently, all staff are expected to check their work email and Microsoft Teams for updates and, especially, for safeguarding updates.
- This addendum of LSA High School's Safeguarding & Child Protection Policy contains details of any amendments to our existing safeguarding arrangements (Safeguarding & Child Protection Policy).

2. Designated Safeguarding Leads (DSLs) – see key contacts page 1

- Ideally a DSL (or deputy) will be present on-site. However, if this is not possible, a named DSL will be available to be contacted via phone - for example working from home.
- Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
 - This will include ensuring CPOMS (Child Protection Online Management System) is updated with the concern and liaising with the offsite DSL (or deputy) and, if required to by the DSL/Deputy, liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is and how they can speak to them (see staff rota).
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and children.
- The DSL/Deputy DSLs will continue to engage with social workers and attend all multi-agency meetings which can be done remotely.

3. Safeguarding training and induction

- DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.
 - Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have received KCSIE 2020 Part 1 and accessed safeguarding training.
 - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.

- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of School's Safeguarding & Child Protection Policy and Covid-19 Addendum.
- Staff may move between schools on a temporary basis and consideration will be given by the DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge.

4. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for LSA High School.
 - Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Please see DfE guidance for further information on vulnerable children.
- There is an expectation that children with a social worker will attend a provision unless, in consultation with the child's social worker and family, it is agreed this is not in the best interests of the child. Where parents are concerned about the risk of the child contracting COVID19 professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- LSA High School has the flexibility to offer a place for a student who may be assessed as vulnerable. This will be in partnership with either the Headteacher, DSL or SENCO.
- If vulnerable children are not attending school we will keep in regular contact by telephone.
- LSA High School will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern this will be shared with the relevant professional as soon as possible.
- LSA High School will encourage our vulnerable young people to attend School.

5. Attendance monitoring

- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- LSA High School and social workers will agree with families/carers whether children in need should attend and LSA High School will follow up with family/carers where a child/children is/are supposed to be attending but do not.
- In all circumstances where a vulnerable child/children do/does not take up their place or discontinues School will notify their social worker and follow up with the family/carer.
- LSA High School will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
 - Staff will continue to work with and support children' social workers to help protect vulnerable children.
- Details of conversations regarding attendance will be recorded for safeguarding purposes.
- LSA High School will work closely with the Local Authority in sharing information to ensure that vulnerable students are supported and monitored.
- LSA High School will complete any DfE attendance submissions required and keep a record of children of critical workers and vulnerable children who are attending school/college.

6. **Reporting safeguarding concerns**

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
 - If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible. This should be added to CPOMS, referred to the Child Protection Officers and the member of staff should make contact with a DSL/Deputy to ensure that this has been received.
 - If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone if they are not on site, immediately.
 - In the event a member of staff or volunteer cannot make contact with a DSL this will not delay them taking immediate action to safeguard a child.
 - Concerns will be recorded using existing School safeguarding processes (via CPOMS which can be accessed remotely) as outlined in our Safeguarding & Child Protection Policy.
- Learners are encouraged to report concerns via existing School systems (to your Head of Year whose details are on page 1, to a DSL or Deputy) or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing School systems as above. Emails should be sent to safeguardingteam@lythamhigh.lancs.sch.uk
- Where staff are concerned about an adult working with learners they should report the concern to the Headteacher.
 - If there are concerns about any member of staff or volunteer the LADO (Local Authority Designated Officer) service will be consulted.
 - Concerns around the Headteacher should be directed to the Chair of Governors.

7. **Safer recruitment**

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- During Covid-19 if LSA High School recruit new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited LSA High School will continue to follow the guidance in accordance with KCSIE 2020 and any volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at LSA High School we will ensure they have a relevant DBS check following DfE guidance at this time. LSA High School will risk assess staff from other settings as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to LSA High School we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:
 - the individual has been subject to an enhanced DBS and children's barred list check
 - there are no known concerns about the individual's suitability to work with children
 - there is no ongoing disciplinary investigation relating to that individual
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.
- LSA High School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2020.
- LSA High School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- LSA High School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.

8. Supporting children in school

- LSA High School is committed to ensuring the safety and wellbeing of all its learners
- LSA High School will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- LSA High School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets.
- LSA High School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- LSA High School will continue to record any support provided to children in relation to safeguarding issues on CPOMS.

9. Supporting children not in school

- LSA High School will continue to ensure the safety and wellbeing of all children and young people that remain on the School roll.
- All DSLs, working with Heads of Year and the SENCo, will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable as well as those about whom DSLs have concerns who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits but is at the discretion of the DSL.
- LSA High School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
 - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- LSA High School recognises that this is a difficult time for children and young people who consider School as a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- LSA High School is utilising its website and social media presence to ensure that safeguarding messages are shared with children and their families. Links to appropriate services and resources that are aimed at supporting them throughout this period are available on the school's website - <https://www.lythamhigh.lancs.sch.uk/parents/support-for-parents-carers-and-students-during-coronavirus>. Via this link students and their families and school staff can access information and support that is available at this time. Additional information and links will be sent via the School twitter account and via the Headteacher's correspondence.

10. Peer on Peer Abuse

- LSA High School continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2020.
- LSA High School recognises that the current circumstances and the changeable nature of current Government guidance may mean that School may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL/Deputies will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

11. Online safety in School/School provided devices

- LSA High School's expectations with regards online behaviour and education when using School provided devices or internet access on site will continue to be implemented in line with existing policies. Any concerns regarding on site online behaviour or use will be responded to in line with existing policies.
- LSA High School will continue to provide a safe online learning environment where learners use School provided devices on site; appropriate filtering and monitoring will continue to be implemented.
 - Learner's internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Any device that is loaned by School or through the Government Scheme for use at home will only be allowed where a certificate of understanding and parental responsibility for ensuring a safe learning environment has been signed by parents/carers.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.
- LSA High School has established a webpage "support during coronavirus" accessed via the school website (top right hand of the home page). On this page there is a dedicated area for online safety and all parents, students and staff are encouraged to read this information and the associated links to ensure that our young people remain safe online. Via these links you are also able to report any online activity that is of concern direct to online platforms, agencies supporting young people online and to school – safeguardingteam@lythamhigh.lancs.sch.uk

12. Online safety away from School

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
- Where necessary, referrals will be made to LADO, children's social care and as required, the Police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
 - The School website "support during coronavirus" link/online safety refers - <https://www.lythamhigh.lancs.sch.uk/parents/support-for-parents-carers-and-students-during-coronavirus/Online-safety>
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented. See link via the school website above.
- All communication with learners and parents/carers will take place during school hours using School provided or approved communication channels; for example: Microsoft Teams, school provided email accounts and Satchel-One.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.

13. Remote learning

- LSA High School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our School Behaviour Policy and Staff Code of Conduct.

- Staff at LSA High School will be provided with guidance and protocols for providing online lessons including: pre-recorded content and any “live” learning.

14. Additional support and links

- As well as through existing School mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services: These are available on our school website <https://www.lythamhigh.lancs.sch.uk/parents/support-for-parents-carers-and-students-during-coronavirus>.
- Additionally these agencies can be contacted as follows:

School Safeguarding Team	safeguardingteam@lythamhigh.lancs.sch.uk
Lancashire Childrens Social Care	0300 123 6720 or out of hours 0300 123 6722. If you feel that a child is in immediate danger don't delay – call the Police on 999
Blackpool Childrens Social Care	01253 477299
Police – non emergency	101
Lancashire Early Help & Wellbeing Family Support	01772 535135
Blackpool Families In Need	01253 951199
NSPCC	0808 800 5000 help@nspcc.org.uk

- **DfE Guidance**

- o Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- o Education and childcare during Jan 2021 lockdown: <https://www.gov.uk/coronavirus/education-and-childcare>