SHENSTONE LODGE SCHOOL

Safeguarding and Child Protection Policy Covid-19 Addendum -

School Procedural adaptations for Coronavirus Pandemic

Updated January 2021

1. Scope and Purpose

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Sandwell Children Safeguarding Partnership (SCSP) and Sandwell Local Authority (LA).

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 Safeguarding and Child Protection policy continues to apply.

This addendum will be reviewed and revised as local and national advice and guidance is updated.

Safeguarding and promoting the welfare of children remains everyone's responsibility and all staff have a role to play in safeguarding all of our pupils whether they are at home or in school during this time of 'school closure'. At all times staff must consider what is in the best interests of the child.

In accordance with relevant law and guidance this policy sets out our procedures for safeguarding and child protection during the Covid 19 emergency response.

Whether school remains open or becomes part of a hub model, consolidated onto one site, staff should still follow Government guidance on keeping safe, Keeping Children Safe in Education (KCSIE) and any guidance from SCSP.

Designated Safeguarding Lead's should ensure that all staff are aware of those issues and systems for reporting and provide local safeguarding updates to all staff.

2. Links to other policies and procedures

Links to:	
• Safeguarding and Child Protection Policy • Remote Learning Policy • Health and Safety • Risk Management • Staff Code of Conduct • Behaviour Policy • Attendance policy	• Safer Recruitment/DBS policy • E-safety Policy • SEND policy • Allegations Against Staff (Staff Disciplinary Policy and Procedures) • Anti-Bullying Policy • Acceptable Use Policy

3. Key contacts in school

Designated Safeguarding lead – Shenstone Lodge Site

Name: Simon Hobbs   Contact Details: 07855 005041 simon.hobbs@shenstonelodge.co.uk

Deputy DSL and Safeguarding Manager

Name: Leigh Bridgewater   Contact Details: 07802 725470 leigh.bridgewater@shenstonelodge.co.uk

Designated Safeguarding Lead – The Brades Lodge Site

Name: Chris Husband   Contact Details: 07855 005291 chris.husband@shenstonelodge.co.uk

Deputy DSL and Safeguarding Manager

Name: Allison Morling   Contact Details: 07980 703167 allison.morling@shenstonelodge.co.uk

Executive Headteacher:

Neil Toplass   Contact Details: 07947 468504 / neil.toplass@shenstonelodge.co.uk

Other Senior Leaders

Shenstone Lodge Site:

Denise Hart – denise.hart@shenstonelodge.co.uk

Ian Mitchell – ian.mitchell@shenstonelodge.co.uk

The Brades Lodge site:

Scott Worton – scott.worton@shenstonelodge.co.uk

Chair of Governors:

Leighton Hughes

All DSLs/DDSLs and members of SLT are trained in Level 3 Core Working Together Safeguarding training and will have remote access to our Behaviourwatch system, where Safeguarding concerns are recorded, should they be working from home.

A member of trained SLT will be on site at all times and may need to update and manage access to the schools safeguarding data / information on Behaviourwatch and liaise with the DSLs / DDSLs and children's social workers to carry out statutory assessments.

The DSLs or DDSLs will be available to be contacted via phone, email or video link – for example if working from home.

It is important that all our staff and volunteers have access to a trained DSL / DDSL.

4. Vulnerable Children and Young People

The Department for Education's (DfE's) definition of 'vulnerable children and young people' includes those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child.
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by education providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
- children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
- adopted children or children on a special guardianship order
- those at risk of becoming NEET ('not in employment, education or training')
- Those living in temporary accommodation
- Those who are young carers
- Those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- Care leavers
- Others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

However, as a specialist provision this would include all of our students and not enable us to provide a sufficiently safe learning environment during this exceptional period of time when the level of infections from COVID-19 is high and the health and safety needs of our school community must be a priority. The school therefore undertakes a process of risk assessment, known as RAG rating, in consultation with relevant professionals, the local authority and parents. This helps us to identify the differing needs of students and determine those whose needs can be as safely or more safely met in the educational environment as many children and young people with an EHCP can safely remain at home.

RAG Rating

Pupils are assessed according to their vulnerabilities in the following way:

Red - A child or young person assessed as at most risk of harm or neglect with fewest protective factors (would include those with a child protection plan).

Amber – A child or young person assessed as at moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need'; and those with a social worker).

Green – A child or young person assessed as being at low risk of harm with some protective factors.

Further information on vulnerable children and young people can be found on the GOV.UK web page: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially Designated and Deputy Designated Safeguarding Leads know who our most vulnerable children are and will work with professionals and parents to ensure their needs are prioritised.

Attending education settings is a known protective factor for children receiving the support of a social worker. It is right that we prioritise support for those who will benefit the most. We are **balancing** this carefully with the urgent need to reduce social contact right across society to support the work to reduce the spread of coronavirus (COVID-19).

DSL's / teaching staff will make regular contact with each child on a regular basis, through online 1:1 lessons, online group lessons or 1:1 catch up contact, to check their safety and wellbeing by speaking to or seeing the child, not just the parent.

All contacts and unsuccessful contacts will be recorded on Behaviour Watch ensuring the DSL (if its other staff logging) is made aware.

Everyone should be observant and listen to the voice of the child during any contact.

Where parents / carers are concerned about the risk of the child contracting COVID19, Shenstone Lodge or the social worker will talk through these anxieties with them, following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend school, including accessing remote learning.

5. 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 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 effect on pupils' mental health and act on concerns immediately, sharing these with the DSL / DDSL, via Phone, email or Behaviour Watch Safeguarding tab.

Staff members are reminded of the need to report any concern immediately and without delay.

In particular, children are likely to be spending more time online which can lead them to be vulnerable to negative influences (see section 8 below).

Staff are to continue to follow the process outlined in our schools Child protection and Safeguarding policy regarding concerns.

The student chronology will be maintained on the Behaviour Watch system.

6. Working with other agencies

Shenstone Lodge School will continue to work with Children's Social Care and other professionals to help protect vulnerable children.

This includes working with and supporting:

Children's social workers - The DSLs / DDSLs will continue to engage with social workers and attend all multi agency meetings and Initial Child Protection Conferences/reviews called by the Local Authority either remotely or other means of social distancing and may call on appropriate members of staff for reports

The Local authority virtual school head for looked-after and previously looked after children (LAC) in line with the safeguarding partners detailed in the safeguarding and child protection policy.

The Local authority when reviewing Education and Health Care Plans

7. Monitoring welfare/attendance/engagement/need

Every child and parent will receive regular contact from the school. This will vary from every 1-7 days and will be no longer than every 7 days. The risk assessment will be recorded on the child's file.

Risk assessments/RAG ratings will be reviewed as circumstances may change during this period.

We will continue to monitor our movit inbox for Operation Encompass/Domestic Violence notifications and take any appropriate action as advised by the MASH education team.

Pupil files will continue to be updated accordingly.

We will liaise with specialist health teams for any child with chronic long-term health needs to inform them of a school closure.

We will clarify where the children will be living during this crisis and discuss with parents the need to respond to calls.

We will keep social workers updated re school provision, engagement and welfare needs where appropriate.

As most children will not be attending school during this period, 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 time doesn't attend, or stops attending. Contact details of parents, social worker and any multi-agency professional working with the child are recorded on the child's file.

In these cases we will:

Follow up on their absence with their parents or carers, by phone and/or home visits if they are not taking up a school place. The regularity of these contacts will be based on our risk assessment and any agreement with partner agencies i.e. social workers and other professionals.

In addition, with many children and young people being educated remotely, we will make contact with parents/carers should a pattern of non-engagement in online learning develop.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

8. Online Safety

It is essential that children are safeguarded from potentially harmful and inappropriate communications and online material.

As such, our school should ensure appropriate procedures, filters and monitoring systems are in place in accordance with the following policies:

•   Online Safety

•   Web Filtering and Device Monitoring.

Where students are using school equipment at home, the ability to filter access is limited. Filtering will be provided to the extent that is possible within the technological constraints the current crisis allows.

Pupils have been reminded of Internet Safety rules and parents will be expected to manage their children's safety whilst at home.

An essential part of the online planning process has been ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

Additional age appropriate practical support includes:

Childline - for support

UK Safer Internet Centre - to report and remove harmful online content

CEOP - for advice on making a report about online abuse

Support for parents and carers to keep their children safe online includes:

Internet matters – support for parents and carers to keep their children safe online

London Grid for Learning – support for parents and carers to keep their children safe online

Net-aware – support for parents and carers from the NSPCC

Parent info - support for parents and carers to keep their children safe online

Thinkuknow – for advice from the National Crime Agency to stay safe online

UK Safer Internet Centre – advice for parents and carers

Let's Talk About It - support for parents and carers to keep their children safe from online radicalisation

Childnet – a toolkit to support parents and carers to start discussions about their child's life online

Support for parents and carers to keep children safe from online harms – includes advice about specific harms such as online child sexual abuse, sexting and cyberbullying

Support to stay safe online – includes information about security and privacy settings, blocking unsuitable content and parental controls

Remote teaching and learning from a safeguarding perspective

The following Safeguards have been put in place:

- A risk assessment has been completed to state how online learning will be managed, by whom and how risks are minimised.
- All staff are aware of the precautions required when using social media platforms.
- There is a shared agreement between school/pupil and parent about acceptable use and keeping safe online and parents are informed of the methods school will be using to facilitate learning including how social media will be used.
- Online learning should follow the same principles as set out in our schools' Code of Conduct.
- We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff delivering teaching online should listen for any cues that indicate a safeguarding concern and report these to the DSL as soon as possible, following the Safeguarding and Child Protection Policy and procedures.

These cues might include:

- Comments or questions about child abuse or neglect
- Inadequate supervision at home
- The impact of food poverty

Referrals will be made where appropriate.

Safe Remote Teaching: https://swgfl.org.uk/resources/safe-remote-learning/

9. 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.

All concerns to be logged on Behaviour Watch and reported to the DSL or Deputy DSL immediately

10. 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 and the schools' Safeguarding and Child Protection policy with regards to allegations against those in a Position of Trust.

Staff should continue to act on any concerns they have immediately. Referrals will be sent to Sandwell MASH by completing a Multi- Agency Partnership referral form available at: https://www.sandwellcsp.org.uk/key-safeguarding-issues/allegations-against-stafflado/ and a Multi Agency Referral form (MARF) if appropriate.

Details of LADOs are listed in Appendix F of our Safeguarding and Child Protection Policy.

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.

11. Mental health

Where possible we will continue to offer our current level of support for pupil mental health for all pupils.

There are also resources and support networks displayed on our website.

We will also signpost pupils, parents and staff to additional 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.

12. Staff recruitment, training and induction

12.1 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.

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.

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

12.3 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

A copy of our Safeguarding and Child 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

12.4 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 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

13. Supporting children in school

Shenstone Lodge School is committed to ensuring the safety and wellbeing of all its pupils. Our school will continue to be a safe space for all children to attend and flourish. Our Governors and Executive Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Shenstone Lodge School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. They will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

14. Supporting Children NOT in school

Shenstone Lodge School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL /DDSL has identified a child to be on the edge of social care support, who would normally receive pastoral – type support in school, we will ensure that a robust communication plan is in place for that child. Details of this plan will be recorded appropriately as well as the record of contact.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods will be considered and recorded.

Any plans made will be reviewed alongside stakeholders to maximise the effectiveness of the plan. The DSL / DDSL will consider any referrals as appropriate.

School will share safeguarding messages on is website.

We recognise that school is a protective factor for children and the current circumstances can affect the mental health of pupils and their parents / carers. Teachers at our school need to be aware of this in setting expectations of pupils' work when they are at home.

We will ensure that, when we care for children of critical workers and vulnerable children on site, the appropriate support is in place for them. This will be bespoke to each child and will be recorded appropriately.

15. Children attending Alternative Provision

Where an alternative provision remains open we will continue to record attendance, either actually or virtually, for these children in the same way as previously.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the Local Authority or Department for Education is updated, and as a minimum every 3 weeks by Neil Toplass – Executive Head Teacher. At every review, it will be approved by the full governing board.

17. Further Help and Guidance

Covid 19 - Managing safeguarding in schools, colleges and other education providers

Coronavirus – Covid 19, Guidance on Vulnerable Children and Young People

Covid 19 – Guidance for Schools about Temporary Closing

Coronavirus (COVID-19): attendance recording for educational settings

Email DfE.coronavirushelpline@education.gov.uk

Telephone 0800 046 8687

Useful Contact Numbers/Websites

Sandwell Childrens trust (Multi Agency Safeguarding Hub/Single Point of Contact):
Contact email: Access_team@sandwellchildrenstrust.org
Contact number: 0121 569 3100 (also use for out of hours)

Local Authority Designated Officer (LADO):
Belinda Greasby
Contact email: sandwell_lado@sandwellchildrenstrust.org
Contact number: 0121 569 4770

Online Directory of Early Help Services
https://www.sandwellfamilylife.info/ - Includes DA services, foodbank details, emotional well-being support

Helpline numbers

NSPCC Adults Helpline   0808 800 5000   help@nspcc.org.uk

Refuge 24-hour National Domestic Abuse Helpline   0808 2000 247

NSPCC Childline   0800 1111   https://www.childline.org.uk/