

## **ADDENDUM Appendix 5: COVID-19 Closure Amendments**

### **Scope**

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners:

Health (clinical commissioning group)

Police

Local Authority (LA) Plymouth.

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 DSL will continue to review and revise the child protection policy and keep it under review as circumstances continue to evolve, this will be reflected in this addendum.

### **Core safeguarding principles**

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

### **Help and support**

[Advice for the education sector](#) is being updated daily and will be reviewed on a daily basis by at least one member of the Senior Leadership Team at Stoke Damerel to ascertain if any further adjustments to working practice is required.

The Department for Education COVID-19 helpline, is available to answer questions Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

[DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) 0800 046 8687

Staff should quote the unique reference number (URN **136626** or UK PRN **10033341**) when calling the hotline.

## Designated safeguarding leads (DSLs) & Safeguarding Team

Stoke Damerel will include a trained DSL or deputy available on site for all periods of opening. Where this is not possible, the DSL or deputy can be available to be contacted via phone or online video call.

Where a trained DSL or deputy is not on site, a senior leader will take responsibility for coordinating safeguarding on site, in liaison with the offsite DSL (or deputy) to discharge all required safeguarding duties.

All Stoke Damerel staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

It is acknowledged that DSL training is very unlikely to take place during this period and as a result, 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.

### Safeguarding Team:

DSL	Simon Kelly
Deputy DSL	Rachel Miller
Safeguarding staff	Cheryl Dickinson Arlene McLaughlin Anita Frier

## Safeguarding and clusters

Stoke Damerel has no current plans to operate as part of a cluster of schools during the period of closure.

This will mean that there is no additional risk to having young people on site for whom the safeguarding background is not comprehensively understood or any adults on site who may require appropriate checks and risk assessments carried out as required.

## Keeping children safe IN schools and colleges

Stoke Damerel will continue to have due regard to KCSIE as it is statutory safeguarding guidance as per legislative duty and/or funding agreement requirements.

Stoke Damerel will also have due regard for protecting both students and staff onsite, following health and safety advice regarding COVID-19, including the following:

- No student or staff member will be onsite if they have COVID-19 symptoms or live in a household which does (operating the isolation guidelines)
- Social distancing rules will apply at all times whilst staff and students are on site

There will always be a member of the safeguarding team or senior leaders on site whilst the school is open to students.

The way Stoke Damerel is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

**With regard to safeguarding, the best interests of children must always continue to come first.**

If anyone in Stoke Damerel has a safeguarding concern about any child they should continue to act immediately following the procedure set out in our Child Protection Policy.

The DSL or deputy will be available to discuss any safeguarding issues during business hours.

Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children.

### **Safeguarding for children NOT attending school - Arrangements to support children**

Stoke Damerel will at the current time maintain contact with **all young people EVERY WEEK** on roll preferably via phone (or email as a last resort) and raise any concerns with the school Safeguarding Team, Police or Children's Social Care. Staff should speak to the child as well as the parents / carer.

- Staff will complete a log of all contact on the pastoral contact sheet.
- Any concerns will be logged on CPOMS

For students who are deemed to meet the DFE vulnerable definition or our own 'at risk' criteria (Those below a social care threshold) this will be, where required, **TWICE A WEEK and the student will be spoken to, by their designated keyworker.**

- Staff will complete a log of all contact on the welfare check sheet.
- Any concerns will be logged on CPOMS

**If no contact is made (following consistent attempts) concern will be logged and escalated to the appropriate person or agency (see flowchart attached).**

NB: During this period of time, children who initially pose no concern could move into an 'at risk' category. Therefore, Learning Managers and the Safeguarding team will monitor CPOMS, the 'pastoral contact' sheets, and the 'welfare check sheet' regularly.

Senior leaders, the DSL and safeguarding team will maintain accurate and up to date lists of the most vulnerable children, and those 'at risk'. This register will be shared with the Local Authority weekly.

**It is important all staff act immediately on any safeguarding concerns and log their concerns on CPOMS.**

Stoke Damerel has, at the current time, been advised not to conduct any home visits by the Local Authority.

Stoke Damerel has received advice from the Local Authority that any urgent safeguarding concerns will be reported to them via the dedicated email address shared with safeguarding staff at Stoke Damerel.

Children will continue to be protected through our monitoring systems when they are online. Information on how to stay safe online for Parents can be found on our web page.

### **Arrangements to Support Vulnerable Children and those 'at risk'**

The school will offer a place in school to those vulnerable children, as well as those on the edges of receiving children's social care support, or who are considered to be 'at risk'. This list will be reviewed regularly.

#### **Vulnerable children**

Ensuring that vulnerable children remain protected is a top priority for Stoke Damerel .

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

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision.

**There is an expectation that children with a social worker will attend 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.

Stoke Damerel will continue to work with and support children's social workers to help protect vulnerable children.

#### **Children 'at risk'**

Those children that do not meet the definition for 'Vulnerable' but that we have concerns regarding their welfare, will be considered 'at risk'. This list is reported to the Local Authority weekly and RAG rated. We have the option to offer places in school to children who don't 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.

If these children are not attending school, we will put a contact plan in place, and this will be reviewed regularly and communicated with the Local Authority in the weekly return.

#### **Attendance**

Local authorities and schools are not required to complete their usual day-to-day attendance processes to follow up on non-attendance, as per instruction from the Department for Education.

Stoke Damerel will agree with families whether children in need should be attending education provision.

Stoke Damerel will follow up on any child that we were expecting to attend, who does not, through regular welfare checks and contact with social care.

Stoke Damerel will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

In all circumstances where a vulnerable child does not take up their place at school or college, or discontinues, Stoke Damerel will notify their social worker.

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school which Stoke Damerel will return as per the agreed schedule.

### **Online safety IN schools and colleges**

Stoke Damerel will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on Stoke Damerel's IT systems or recommended resources, insofar as this is possible. Any concerns will be dealt with as stated in our Child Protection Policy.

### **Children and online safety AWAY from school and college**

Stoke Damerel will do what we reasonably can to keep all of our children safe online.

All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per the child protection policy and where appropriate referrals will still be made to other agencies, children's social care and, as required, the police.

Stoke Damerel will consider the safety of children when they are asked to work online, the starting point for which will be that the same principles as set out in Stoke Damerel **Staff code of conduct** and **acceptable user policy**. Additional guidance for staff working 'online' with children have been shared with staff in a document titled: **Managing an online meeting with children**. This has been shared with all staff.

The policy outlined apply equally to any existing or new online and distance learning arrangements which are introduced. Functions of online platforms also restrict students use of google meet without a teacher present for example..

Stoke Damerel will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. Students can report any concerns to [safeguarding@sdcc.net](mailto:safeguarding@sdcc.net)

As well as reporting routes back to Stoke Damerel, our website includes signposting children to age appropriate practical support from the likes of:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content  
[CEOP](#) - for advice on making a report about online abuse

**Stoke Damerel will attempt to maintain regular contact with parents and carers and these communications will be used to reinforce the importance of children being safe online.**

Stoke Damerel will make parents and carers aware through our Web Page of what their children are being asked to do online, including the sites they will be asked to access and be clear who from Stoke Damerel (if anyone) their child is going to be interacting with online.

Parents and carers will be responsible, where a family deems they wish to engage additional support from an outside individual to assist in their child's learning, for securing this support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

### **Peer on peer abuse**

We understand there could be an increase in online peer on peer abuse and try to reduce the risk through proactive information to parents and welfare checks on our students.

We will minimise the risk of **peer-on-peer** abuse by:

- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys. Although this should be reduced during the lockdown period we will follow our normal protocols should a situation arise.
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensuring pupils know they can talk to staff confidentially by providing key adults and a robust pastoral.
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused

*\* Full details on peer on peer abuse are contained in our Child Protection and Safeguarding Policy.*

### **Mental Health**

Teachers will give due regard to the fact that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents when setting expectations of pupils' work where they are at home. Stoke Damerel will have due regard to the Department for Education's guidance on mental health and behaviour in schools when considering sanctions or support required.

Where Stoke Damerel is providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them. Support will continue where possible through the Welfare Team and Counselling Services. This support will be reviewed weekly.

## **Mental health support**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This includes, contact from their Pastoral Team, access to Kooth (online counselling), remote Relate counselling, remote counselling with SDCC counsellor, remote check ins with our Welfare Team and Safeguarding Team. All access, other than Kooth, will be through our referral system and be put in place working with the parents but will always put the best interests of the child first.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time, which are available on our website on the COVID-19 page.

## **Children moving schools and colleges**

### **Children moving into Stoke Damerel**

Any exchanges of information will happen at DSL (or deputy) level, and likewise between SENCO for children with EHC plans. This will be particularly important during year 6 to 7 transition from the primary schools. A separate plan is in place for the collection of information regarding the children on transition.

For all other children, information will be gathered prior to them starting, or where that is not possible as soon as reasonably practicable.

### **Children moving out of Stoke Damerel**

Stoke Damerel will do whatever they reasonably can to provide a receiving institution with any relevant welfare and child protection information in these times. This will be especially important where children are vulnerable. The receiving institution will be made aware of the reason the child is vulnerable and any arrangements in place to support them.

For looked-after children, any change in school will be led and managed by the Virtual School with responsibility for the child.

The DSL will do all that is possible to ensure that, as a minimum, the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Whilst Stoke Damerel will continue to have appropriate regard to data protection and GDPR, it is understood they do not prevent the sharing of information for the purposes of keeping children safe.

## **Staffing**

### **Keeping records of staff 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, as outlined in paragraphs 148 to 156 in KCSIE

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

### **Volunteers and movement of staff**

Although not currently required, it is understood that workforces may move between schools and colleges on a temporary basis in response to COVID-19. Where Stoke Damerel utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

If the volunteers already have the appropriate DBS check with another establishment, Stoke Damerel will not seek a new DBS check where that member of the workforce has temporarily moved to Stoke Damerel to support the care of children.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

For staff that may move between schools, Stoke Damerel will risk assess any staff covered as we would for a volunteer (see above). Stoke Damerel will seek assurances from the current employer.

### **Safer recruitment**

When Stoke Damerel recruits new staff during the closure, we will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of KCSIE.

This response will include those alterations made by the Disclosure and Barring Service (DBS) to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

### **Staff training and safeguarding induction**

All existing staff have had safeguarding training and have read part 1 of KCSIE, including local arrangements so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the school or college, they will be provided with a safeguarding induction.

For volunteers - as the receiving college, Stoke Damerel's DSL or deputy will judge, on a case-by-case basis, the level of safeguarding induction required - as in most cases the existing

workforce will already have received appropriate safeguarding training, this is most likely to comprise a copy of Stoke Damerel's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **Staffing Concerns**

Stoke Damerel will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult as per paragraph 163 of KCSIE.

Stoke Damerel will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's [Teacher misconduct advice for making a referral](#). During the COVID-19 period all referrals will be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## **Sharing the Addendum with staff and volunteers**

All staff and volunteers will be made aware of the addendum to the existing policy via email and during an online training session.

All staff will be kept up to date as this is revised, again via email.

The addendum to the child protection policy will be made available publicly via the Stoke Damerel website.

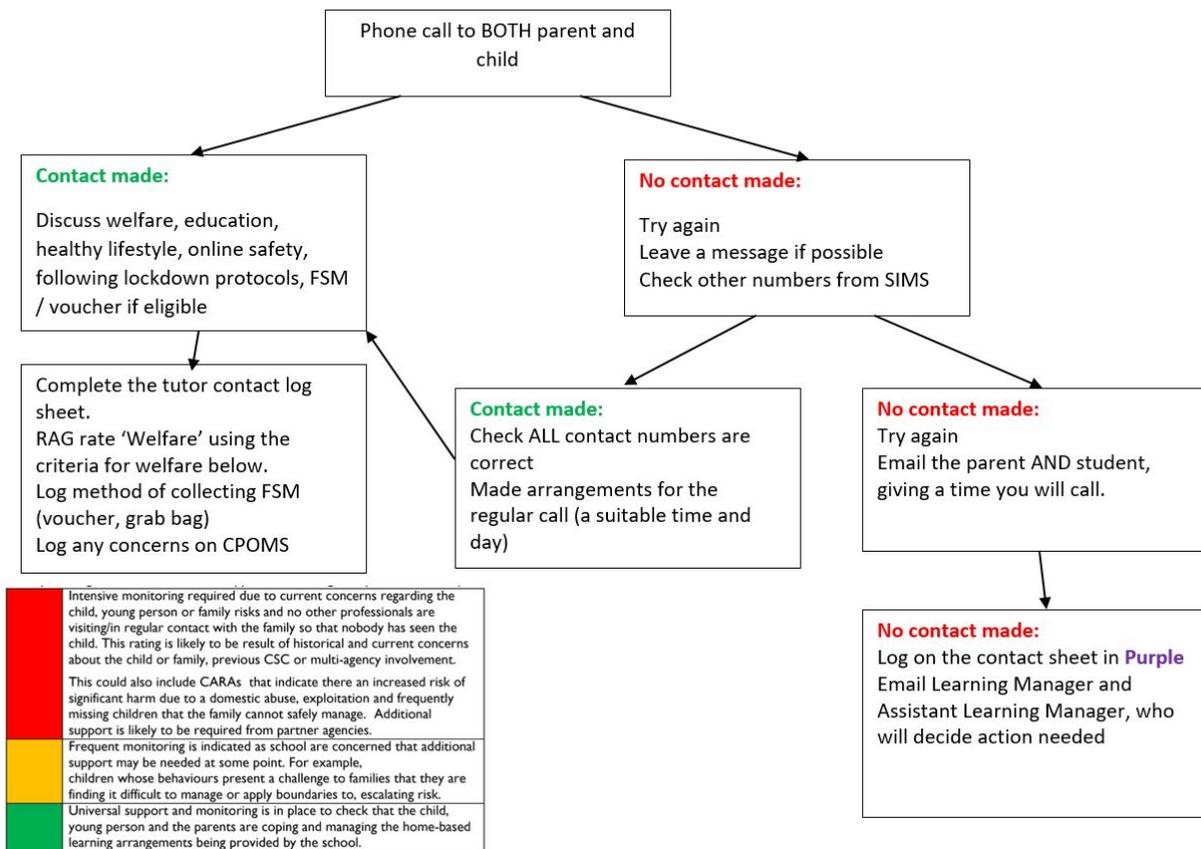
## **Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3-4 weeks by the Safeguarding Team. At every review, it will be approved by the Local Governing Board.

## Appendix 1

### Flowchart for Student Contact

#### Checks on students not at school (COVID-19 protocol)





# Managing an online meeting with children

## Expectations and protocols

1. Be mindful that the principles of **Keeping Children Safe In Education** continue to apply at all times. Familiarise yourself with the revised arrangements outlined in the **new addendum** to the college's **Child Protection & Safeguarding Policy**.
2. Consider and apply the principles outlined in the **Staff Code of Conduct** and the **Acceptable User policy** which underpin the safety of children and staff working online.
3. Apply the **principles of data protection** and ensure that you are safeguarding students' information particularly during online meetings. You should always use school provided email addresses; telephone calls should be made via the 3CX phone system.
4. **Meetings should be conducted within the normal hours of the working day (8.30am - 5.30pm)**
5. Consider the location of the meeting, having your camera set up in a bedroom is **not** appropriate; similarly it would not be appropriate for the child to be speaking with you from their bedroom. If there are no alternative locations available, cameras should be turned off.
6. **Ensure that professional standards are maintained at all times ie**
  - a. **ensure that you are dressed appropriately,**
  - b. **the visual background of your workstation is as neutral as possible**
  - c. **a classroom standard of behaviour is expected and practised by all participants.**
  - d. **Other members of your household should not be present during these meetings (e.g another adult, not a staff member; your children)**
7. **There should always be a minimum of 2 adults on any online meeting.**
8. Be prepared for the meeting; have a list of items you wish to discuss and work through the list. Make clear at the beginning the purpose of the meeting.
9. Establish and follow the etiquette guidelines as for meetings with colleagues.

10. Be clear and concise and ensure the student (and/or parent/carer) understands your questions.
11. Make notes of responses and any actions required as a result of the meeting.
12. If you think the child with whom you are communicating may be at risk or if you become aware of any safeguarding or other concerns, report immediately using the normal channels as detailed in the Child Protection and Safeguarding Policy **and** log your concern on CPOMS. Plymouth Gateway Service can be contacted on 01752 668000; select Option 1 – Children’s Services. Alternatively, you can email the Plymouth Gateway Service at: gateway@plymouth.gov.uk. You can also contact the NSPCC helpline on 0808 800 5000. If a child, young person or an adult is at **immediate** risk of harm, please contact **999**.
13. Ensure that the student understands how to report any concerns that might arise when they are working online, ie reporting back to the college and signpost age appropriate practical support from:
  - a. Childline for support:  
[https://www.childline.org.uk/?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=UK\\_GO\\_S\\_B\\_BND\\_Grant\\_Childline\\_Information&utm\\_term=role\\_of\\_childline&gclid=aw.ds&gclid=EAlaIObChMllfLRh-ez6AIVRrDtCh1N9QR2EAAYASAAEgLc-vD\\_BwE&gclid=aw.ds](https://www.childline.org.uk/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_S_B_BND_Grant_Childline_Information&utm_term=role_of_childline&gclid=aw.ds&gclid=EAlaIObChMllfLRh-ez6AIVRrDtCh1N9QR2EAAYASAAEgLc-vD_BwE&gclid=aw.ds)
  - b. UK Safer Internet Centre - to report and remove harmful online content  
<https://reportharmfulcontent.com/>
  - c. CEOP - for advice on making a report about online abuse  
<https://www.ceop.police.uk/safety-centre/>