

Stoke Damerel Community College

Addendum to Safeguarding Policy



Approved by:

Simon Kelly

Date reviewed on: 08-03-2021

Stoke Damerel Community College

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Arrangements for Safeguarding and Child Protection at Stoke Damerel Community College during COVID-19 restrictions

This Addendum to the Stoke Damerel Community College Safeguarding Policy adds to and qualifies the requirements of the Stoke Damerel Community College Safeguarding Policy that was approved by the GB on DATE.

This Safeguarding Addendum follows the Schools coronavirus (COVID-19) operational [guidance](#) (February 2021) for full opening from 8 March 2021.

It applies to Stoke Damerel Community College, and all governors and staff of the school and visitors to the school must abide by this policy that has been adopted in accordance with and pursuant to the Safeguarding Policy of the Greenshaw Learning Trust.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff and visitors adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT Designated Safeguarding Lead (the GLT CEO), the GLT Deputy Designated Safeguarding Lead and/or the Board of Trustees.

This policy is subject to the GLT Safeguarding Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Safeguarding Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

This addendum will be reviewed periodically.

Approval and review:

This Addendum to the Safeguarding Policy is the responsibility of: Job Title

It was approved by the Governing Body on: Date

It was reviewed and updated in line with the latest DfE guidance by the Stoke Damerel Community College DSL on 8 March 2021.

It is due for review by 31 March 2021.

Contents

1. Important contacts	Page
2. Introduction	
3. Principles	
4. Vulnerable children and young people	
5. Attendance monitoring	
6. Reporting a concern	
7. Safer recruitment of staff and volunteers	
8. Children and online safety away from school	
9. Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)	
10. Supporting children in school	

1. Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Simon Kelly	01752556065 skelly@sdcc.net
Deputy DSL	Rachel Miller	01752556065 rmiller@sdcc.net
Deputy DSL *	Arlene Mclaughlin	01752556065 amclaughlin@sdcc.net
Designated member of senior leadership team if DSL (and deputy) can't be on site *	Craig Follett (Vice Principal)	cfollett@sdcc.net
Principal	Anita Frier (Principal)	afrier@sdcc.net
Local authority designated officer (LADO)	Jane Parmenter	Jane.Parmenter@plymouth.gov.uk
Safeguarding & Child Protection Governor	Jemima Laing Colin Searls	jlaing@greenshawlearningtrust.co.uk csearls@greenshawlearningtrust.co.uk
Chair of Governors	Jan Cole	jcole2@sdcc.net

2. Introduction

This Addendum to the Stoke Damerel Community College Safeguarding Policy applies during the period of dynamic blends of home and school learning arrangements due to COVID-19. It sets out changes to our normal child protection policy in light of the Department for Education's guidance and should be read in conjunction with that policy - see the Stoke Damerel Community College Safeguarding Policy that can be found on the school website.

The safeguarding policies and procedures of Stoke Damerel Community College continue to apply unless added to, qualified by, and where appropriate overridden by, the terms of this Addendum.

This Addendum to Stoke Damerel Community College's Safeguarding Policy will be kept under review and updated where necessary to reflect guidance from the DfE and from the relevant local authority and the 3 local safeguarding partners.

3. Principles

At Stoke Damerel Community College the safety and welfare of the school's pupils is of the highest importance.

Stoke Damerel Community College places the highest importance on its duty to safeguard and promote the welfare and safety of all children in its care and will continue to have regard to the statutory safeguarding guidance, Keeping Children Safe in Education (2020) (KCSIE).

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children, and has a role to play in identifying concerns, sharing information and taking prompt action.

All school staff and volunteers have a duty to safeguard and promote the welfare of the school's students (*those under 18 years of age*) under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

Because of their contact with students, school staff are well placed to observe the outward signs of abuse. The culture of vigilance within the school ensures that all adults working in the school know that they must protect students from harm and abuse and be aware that any pupil may be at risk of harm or abuse.

From 8 March, all pupils should attend school. The school will ensure that where we care for children on site, we have appropriate support in place for them.

The school will take advice from and work with the local safeguarding partners.

The 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 coronavirus.

4. Vulnerable children and young people

Vulnerable children and young people include 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 educational 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 school and local authority's discretion, including pupils and students who need to attend to receive support or manage risks to their mental health

Stoke Damerel Community College will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The Designated Safeguarding Lead will be responsible for this.

Where parents/carers are concerned about the risk of a child contracting COVID19, a member of school staff or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Stoke Damerel Community College will encourage all pupils to attend a school.

5. Attendance monitoring

Stoke Damerel Community College expects all pupils to attend school.

Parents/carers are expected to contact the school on the first day of illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents/carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

A small number of pupils will still be unable to attend because, in line with public health advice to self-isolate, they:

- have symptoms or have had a positive test result

- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

Children self-isolating, quarantining or shielding will be coded as 'code X'.

In compliance with the Remote Education, Temporary Continuity Direction, Stoke Damerel Community College will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, Stoke Damerel Community College will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school), unless another authorised absence code is more applicable.

Stoke Damerel Community College will refer to the Government guidance for education and childcare settings on elective home education (page 63).

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Stoke Damerel Community College Safeguarding policy.

Staff must report any concern immediately and without delay.

7. Safer recruitment of staff and volunteers

To ensure that people who are unsuitable are not allowed to enter the children's workforce or gain access to children, when recruiting new staff all GLT schools will continue to follow the relevant safer recruitment processes, including part 3 of Keeping Children Safe in Education (2020) (KCSIE).

Where a Greenshaw Learning Trust school is utilising volunteers, it will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. **Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.**

Stoke Damerel will not be using volunteers to support with COVID testing.

Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.

Each GLT Headteacher must ensure that they know, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. All schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Children and online safety away from school

Attendance will be mandatory for all pupils of compulsory school age from 8 March. Where a class, group or small number of pupils need to self-isolate or where clinically extremely vulnerable children are to shield, Stoke Damerel Community College will ensure they have access to remote education as soon as reasonably practicable.

Where Stoke Damerel Community College staff are interacting online with children outside school they will follow the appropriate GLT and school safeguarding policies and procedures and the GLT Staff Code of Conduct.

Stoke Damerel Community College staff will make sure that parents/carers: are aware of the potential risks and the importance of staying safe online; know what the school is asking children to do online and who they will be interacting with from the school; and know where else they can go for support in keeping their child safe online.

The Headteacher will ensure that any use of online learning tools and systems is in line with privacy and data protection and GDPR requirements.

Group lessons and use of pre-recorded videos are acceptable, but must comply with the following criteria:

- Pre-recorded videos should be sent to groups only, no one-to-ones.
- Staff must wear suitable clothing.
- Any computers used should be in appropriate areas, for example not in bedrooms.
- Pre-recorded videos should be kept to a reasonable length of time.
- Language must be professional and appropriate.
- Staff must only use platforms provided by Greenshaw Learning Trust to communicate with pupils.
- Staff must record the length, time, date and attendance of any sessions held.

9. Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

Stoke Damerel Community College is committed to ensuring the safety and wellbeing of all children and young people in its care.

Where pupils who are self-isolating are within the government definition of vulnerable, the DSL will notify their social worker (if they have one) and the DSL and the social worker will agree the best way to maintain contact and support. The DSL will:

- check if a vulnerable pupil is able to access remote education support
- support them to access it (as far as possible)
- regularly check if they are accessing remote education

10. Supporting children in school

Stoke Damerel Community College is committed to ensuring the safety and wellbeing of all its students.

Stoke Damerel Community College 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 COVID-19.

Stoke Damerel Community College will ensure that appropriate support is offered to all students with respect to their mental health.

Children and online safety AWAY from school and college

Stoke Damerel will do what we reasonably can to keep all of our children who can't attend Stoke Damerel due self isolation safe online.

For students and staff who are self isolating it may be necessary to meet via our online platform.

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 required 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

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

Appendix 2 Managing an online meeting with student

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**.

