



Child Protection and Safeguarding: COVID-19 addendum

Approved by:	Lucy Hall SLT ,PWB	Date: [12/10/2020]
Last reviewed on:	September 2020	
Next review due by:	January 2021 or as advised by Local or National Guidance during COVID crisis	

Contents

Important contacts

1. Scope and definitions
2. Core safeguarding principles
3. Reporting concerns
4. DSL (and deputy) arrangements
5. Working with other agencies
6. Monitoring attendance
7. Peer-on-peer abuse
8. Concerns about a staff member or volunteer
9. Contact plans
10. Safeguarding all children
11. Online safety
12. Mental health
13. Staff recruitment
14. Safeguarding induction and training
15. Keeping records of who's on site
16. Children attending other settings
17. Monitoring arrangements
18. Links with other policies

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding leads (DSL)	Lucy Hall	lucy.hall@swisscottage.camden.sch.uk 07872 464297 or via TEAMs
Deputy DSL	Lauren Ward Rebecca Warman Ricky Louch	Lauren.ward@swisscottage.camden.sch.uk Rebecca.warman@swisscottage.camden.sch.uk ricky.louch@swisscottage.camden.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Rebecca Shaw Laura Fawcett Mathew Maguire	Rebecca.shaw@swisscottage.camden.sch.uk laura.fawcett@swisscottage.camden.sch.uk mattew.maguire@swisscottage.camden.sch.uk
Principal	Vijita Patel	Vijita.patel@swisscottage.camden.sch.uk
Local authority designated officer (LADO)	Sophie Kershaw / John Lawrence- Jones	LBCMASHadmin@camden.gov.uk 02079744556
Chair of governors Named governor for Safeguarding	Peter Sprintz Steve Thompson	Peter.Sprintz-Chair@swisscottage.camden.sch.uk Steven.thompson@swisscottage.camden.sch.uk

1. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19 and at any point that the school may need to partially or fully close due to infection outbreaks in school or localized , regional or national lockdown.

The policy reflects updated advice from our 3 local safeguarding partners - Camden Local Authority , Camden Clinical Commissioning Group and the North Central Borough Command Unit of the London Metropolitan Police Service.

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 Department for Education's definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of receiving support from children's social care services
 - Adopted
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable at the provider and LA's discretion

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) 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

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, both for children continuing to attend or returning to school and those at home.

Staff should continue to report any concerns that they have about a child on MYCONCERN , if they are unsure or would like to discuss a concern they should speak to a DSL or member of the senior leadership team, by email or through Microsoft Teams.

Staff have a duty to report any concerns they become aware of through the virtual school and follow our normal safeguarding procedures .

As a reminder, all staff should continue to work with and support children's social workers and other Multi Agency Colleagues who are supporting CYP and their families during the COVID19 crisis .

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

While there are children on site there will always be a member of the Designated Safeguarding Team and a Member of the Leadership Team on site . (There are posters in all classrooms and communal areas with photos and contact details of the team on site.

If Our Lead DSL (Lucy Hall) can't be in school, she can be contacted remotely by: [Phone 07872 464297 / lucy.hall@swisscottage.camden.sch.uk or through Teams directory]. For consultation and advice .

We will keep all school staff and volunteers informed by weekly staffing rota and signage as to who will be the DSL (or deputy) on any given day, and how to contact them.

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

The role of the DSL team is to :-

- 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
- Co-ordinate information sharing between MAST
- Support staff teams to work effectively and safely with vulnerable families during the COVID19 pandemic

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
- 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

The following guidance is currently in place:

please add Hyperlink to local safeguarding arrangements

6. Monitoring attendance

In the event of a partial closure we will continue to taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by calling home on the day , if we are unable to get through send a text .
- Notify their social worker, where they have one

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. (This is recorded on SIMs – changes to contact details should be shared with MAST .)

Identified vulnerable families will have a named lead for contact and communication , these families receive the offer of additional telephone support during the COVID19 crisis .

For children all other children who are accessing the Virtual school attendance is recorded by the teacher concerns about attendance and engagement are raised through the Heads of School .

Families who are not contactable should be referred through MYCONCERN , and network checks undertaken including checking with schools of siblings and doorstep welfare checks attempted . Where possible and appropriate we will attempt door step welfare checks and share the outcome of these to the wider network. Children who do not have an allocated social worker and can't be contacted through any of the outlined actions will be flagged to the EWO or police for a child welfare check.

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 – about both children attending school and those at home.

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.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

If there are concerns about a member of staff , working in school , in the community or remotely these should be reported to a DSL or member of the SLT 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. Contact plans

We have contact plans for children with a social worker, and other 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 have been risk assessed and determined to be safest at home

They would usually attend but have to self-isolate

Each child has an individual plan or RA, which sets out

- How often the school will make contact – this will be at least once a week (all children)
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both
- How information is shared with the network

We have agreed these plans with children's social care where relevant, and will review them monthly or more frequently if there are issues or escalating concerns.

If we can't make contact, we will undertake a network check to see if the family has had contact with any other professional and alert social care either through MASH or the allocated SW.

10. 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 line with the procedures set out in section 3 above. Any staff member may contact the DSL (Lucy Hall or any member of the SLT) at any point including evenings or weekends if they are worried about a child , young person or parent .)

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns. This will include planning for a safe return through a risk assessment .

The DSL team will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

The school is organised into Bubble groups , these are planned and staffed according to the needs of the children and each has designated areas of the school to allow free movement within the bubble . The day is carefully timetabled to allow for arrival and departure , play and lunch times. Children are transported in their bubble groups and parent pick up and drop off is aligned to bubble bus arrival.

Staff working within the bubble will be working very closely with children during the school day, is it recognized that it will not be possible to follow social distancing recommendations at all time when working with children with SEND but staff should plan specific class based interventions for children and young people needing additional support.

PPE is provided for staff working with all children – the use of PPE is determined by the task undertaken, , the level of risk and the needs of both children , young people and staff.

Children returning to school should have reviews of behavior plans and these should be shared with new class teams.

10.2 Children at home

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns if this is possible. They will use school phones or devices and devices to make calls home via teams . Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems – staff should check if families need help to access TEAMS and if the work is accessible and manageable for the family.
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls
- Seeing distressed or dysregulated behavior on video lesson sessions.

11.1

Online Safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school. Members of the IT team are on site each day and can also be contacted through email or via TEAMS .Any Online safety concerns should be referred through MYCONCERN and also to a member of the SLT .

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy and training guidance provided on GDPR. (April 2020)

Swiss Cottage Virtual school uses a combination of direct live teaching and parent meetings as well as pre – recorded content.

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 and we will continue to provide advice and guidance and alerts to any new or potential risks that emerge during the COVID19 crisis
- 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 (In the first instance parents should be signposted to the Swiss Cottage IT team or a member of the family inclusion team.

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioral signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

CAHMS staff join the week virtual MAST (Multi Agency Support Team) meeting and are available to discuss thematic issues , provide staff support and new referrals .

Where appropriate some children and young people will be observed , assessed and access therapy on site if it is deemed safe to do so.

12.2 Children at home

In the event that children have to stay at home for self isolation , bubble closure or local lockdown we will :-

Continue to offer support for pupil mental health for all pupils Children and families will continue to access CAHMs and creative therapies where appropriate through virtual platforms during the COVID19 crisis. It is recognized that the input may be telephone or video support to families as an alternative to therapy if this is more appropriate.

We will also signpost parents/carers and staff to other 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. We recognize that a family's capacity to cope will be variable and could change over time.

13. Staff recruitment

13.1 Recruiting new staff and volunteers

We continue to recognize 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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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.

13.2 Staff from other schools / agency staff .

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.

14. Safeguarding induction and training

We will make sure staff are aware of changes to our procedures and local arrangements we will do this through virtual training , emails and briefings. (we keep records of training attendance with HR)

14.1 New and 'on loan' staff induction

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children 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

14.2 DSL training

The DSL (and team) may not be able to take part in face to face training during this period. If this is the case, the DSL (and deputy) will be provided with access to online DSL training .

The DSL (and team) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

15. Keeping records of who's on site

We will keep a record of which staff who are on site each day, and that appropriate checks have been carried out for them. Staff are expected to have a pass and sign in and out of the building each day .

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

In addition to the above 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

16. Children attending other settings

Where children are temporarily required to attend another setting including play settings and Hospital Schools , we will make sure the receiving school or centre is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) 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, deputy or SENCO can't share this information, the senior leader(s) 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.

17. Monitoring arrangements

This policy will be reviewed in line guidance from the 3 local safeguarding partners, the LA or Department for Education and the Dept for Health Protection is updated. (Minimum 3 times a year.)

By Lucy Hall At every review, it will be approved by the PWB committee .

18. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- The Staff Code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- The Intimate Care Policy
- The Behaviour Policy
- Children missing in Education Policy .