

## BANDON HILL PRIMARY

### SAFEGUARDING AND CHILD PROTECTION: COVID-19 ADDENDUM

#### **Meadow Field - Wood Field - Oak Field**

Updated April 2020  
Approved by governors April 2020

#### **Important contacts**

| ROLE                                      | NAME                                                                                                                                                                                                    |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated safeguarding lead (DSL)        | Lindy Sills (Meadow Field)<br>Claire Worthy (Oak Field)<br>Laura McCarthy (Wood Field)                                                                                                                  |
| Deputy DSL                                | Laura Rodger<br>Becky Thorp<br><br>Tara Bailey<br>Anoushka Burrell<br>Kathryn Coyne<br>Clare Greenwood<br>Lara Harwood<br>Jenna Letts<br>Jack Markworth<br>Liz McDowall<br>Kasia Osiecka<br>Maria Reece |
| Headteacher                               | Laura Rodger                                                                                                                                                                                            |
| Local authority designated officer (LADO) | Sutton Duty LA LADO                                                                                                                                                                                     |
| Chair of governors                        | George Mantillas                                                                                                                                                                                        |

### **1. Scope and definitions**

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners and local authority (LA) London Borough of Sutton.

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 (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

## 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.

Any concerns must be reported by staff using My Concern, or directly to the DSL on duty.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

## 4. DSL (and deputy) arrangements

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

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them. DSL contact details and the DSL duty rota has been shared with all staff in this manner and any changes are sent out when required. There is also a poster displayed by the school office which shows the name and photograph of the DSLs for any given week.

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

## 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 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

## 6. Monitoring attendance

As most children will not be attending school during this period of school closure, 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 closure doesn't attend, or stops attending. In these cases, we will:

- › Follow up on their absence with their parents or carers, by phoning the contacts on the first day of absence
- › Notify their social worker, where they have one

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

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. Emails will be sent out regularly to parents and carers reminding them to inform us of any changes.

## **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, and follow the guidance in our Safeguarding and Child Protection Policy.

## **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, and follow the guidance in 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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **9. Support for children who aren't 'vulnerable' but where we have concerns**

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 will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

## **10. Safeguarding for children not attending school**

### **10.1 Contact arrangements**

We have contact plans for children with a social worker and 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
- › They would usually attend but have to self-isolate

These arrangements include:

- › Weekly contact made by DSLs to children on a Child Protection Plan
- › Fortnightly contact made by DSLs to children on a Child In Need Plan
- › Appropriately contacting any vulnerable children that were being monitored by school or on Early Help, but that were not under the care of a social worker or subject to a CP or CIN Plan.
- › Recording details of the communication on MyConcern and on specifically designed documentation
- › Contacting attached social workers to inform them of communication with the vulnerable child/family

- › Contacting any vulnerable children that were being monitored by school or on Early Help but that were not subject to a CP or CIN Plan.

We have agreed these plans with children's social care where relevant, and will review them every 4 weeks as detailed below.

If we cannot make contact, we will make contact with the attached social worker.

## **10.2 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 particular, children are likely to be spending more time online (see section 11 below).

## **11. Online safety**

### **11.1 In school**

We will continue to have appropriate filtering and monitoring systems in place in school.

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our Staff Code of Conduct and follow our online teaching and learning policy.

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
- › 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

## **12. Mental health**

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

We will also signpost all pupils, parents 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.

## **13. Keeping records of who's on site**

We will keep a record of which staff and visitors are on site each day, using our Inventory system.

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

## **14. Monitoring arrangements**

This policy will be reviewed as guidance from the local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks. At every review, it will be approved by the full governing board.