

# HAZELDENE SCHOOL



## Child Protection Policy: coronavirus addendum

Approved by:

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## Contents

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

## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) Head Teacher	Helen Ward	<a href="mailto:wardh@hazeldene.bbvle.com">wardh@hazeldene.bbvle.com</a> 01234300100
Deputy DSLs	Victoria Kilroy	<a href="mailto:vkilroy@hazeldene.bbvle.com">vkilroy@hazeldene.bbvle.com</a> 01234300100
	Joanne Sumner	<a href="mailto:Sumnerj.hz@hazeldene.bbvle.com">Sumnerj.hz@hazeldene.bbvle.com</a> 01234300100
	Joanne Duchemin	<a href="mailto:jduchemin@hazeldene.bbvle.com">jduchemin@hazeldene.bbvle.com</a> 01234300100
	Vicky Norman	<a href="mailto:vnorman@hazeldene.bbvle.com">vnorman@hazeldene.bbvle.com</a> 01234300100
Learning Mentor also Deputy DSL	Tina Jeffers	<a href="mailto:tjeffers@hazeldene.bbvle.com">tjeffers@hazeldene.bbvle.com</a> 01234300100

ROLE	NAME	CONTACT DETAILS
Local authority designated officer (LADO)	LADO	<a href="mailto:lado@bedford.gov.uk">lado@bedford.gov.uk</a> 01234276693
Chair of governors	Cheryl Robinson	office@hazeldeneschool.co.uk

## 1. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19. It reflects updated advice from our 3 local safeguarding partners

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education 2019 (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The local authority (LA)
- A clinical commissioning group for an area within the LA
- The chief officer of police for a police area in the LA area

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.

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. All concerns MUST still be reported on our CPOMs system and acted upon by our DSLs

### 4. DSL (and deputy) arrangements

Because we have 6 trained DSLs and Deputies we will always have a trained DSL or deputy DSL on site. The Head teacher is working from home and is contactable on the school line. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

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 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

### 6. Monitoring attendance

We will resume 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 a dojo message initially, followed up by a phone call. If still no contact a home visit will be carried out by 2 members of the SLT who are also the DSLs
- Notify their social worker, where they have one
- May 2020 we made arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

### 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.

All concerns will be logged on our CPOMs System and be acted upon by DSL

### 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. All concerns must be shared with the DSLs or the LADO.

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. 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
- They would usually attend but have to self-isolate
- The school will make contact with parents – this will be at least once a week either face to face, email or phone, These conversations are logged on to the CPOMs system.
- Members of the SLT will make this contact with the parents – as far as possible, this will be staff who know the family well
- Fortnightly the Head Teachers informs the Borough of vulnerable pupils contacted
- If we can't make contact, we will contact children's social care or the police.

## 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

### 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.

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

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

### 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. They will use the school dojo, school phones and devices to make calls home. 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
- No contact from children or families
- Seeming more withdrawn during any class check-ins

## 11. Online safety

### 11.1 In school

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

If IT staff are unavailable, our contingency plan is to contact the IT department at CastleNewnham

### 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

We have made the decision not to conduct zoom calls with classes of pupils; however staff may use zoom or other videos to contact parents for transition purposes.

Pre recorded videos are also been shared on class dojo with children and parents.

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 if they wish to supplement the remote teaching and resources our school provides
- › Know they can always contact school for support to keep their children safe online

## 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 behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Our learning Mentor Tina Jeffers will provide extra support for children as and when needed and will also provide support materials for staff and parents

### 12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Teachers and members of the SLT will contact pupils if children need extra support

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time where necessary

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. Staff recruitment

### 13.1 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.

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.

## 14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

### 14.1 New 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 deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) 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 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 our signing in system to ensure we know who is in school each day

## 16. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school 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 as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 4 weeks by the Head Teacher.

At every review, it will be approved by the full governing board.

## **18. Links with other policies**

This policy links to the following policies and procedures:

- › Child protection policy
- › Staff [behaviour policy/code of conduct]
- › IT acceptable use policy
- › Health and safety policy
- › Online safety policy
- › COVID 19 Policy and Risk assessments
- › Whistle blowing
- › Anti Bullying Policy