

# Stanley Park Junior School



## Child protection and safeguarding: COVID-19 addendum

### Mission Statement

**"We believe that every child and adult matters. At Stanley Park Junior School, we work together as staff, parents, carers and governors, in a fun, safe and inclusive environment. We strive to create a rich, varied and challenging curriculum that provides inspirational learning opportunities for all children as they aspire to become successful learners, confident individuals and responsible citizens with a sense of pride in themselves and their school."**

Agreed by Governors: June 2020

Agreed by Staff: June 2020

## Scope and definitions

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

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

## Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education 2019](#).

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

## 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 still attending school and those at home.

All concerns should continue to be logged on MyConcern in the usual way.

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.

## DSL (and deputy) arrangements

We aim to have a trained DSL on site whenever a child is on site.

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 if neither the head or deputy is able to be in school.

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

## 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

We will communicate with social workers weekly about our vulnerable children. We will share any concerns immediately.

## **Monitoring attendance**

In school we are starting to reuse our normal method of recording attendance on SIMS in addition we will complete the DfE return on a daily basis. We will only follow up on non-attendance if parents have said that their child is returning.

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 home and emailing parents to contact the school.
- 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.

## **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 should be logged on MyConcern.

## **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.

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.

## **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. E.g. those who had a social worker or have been open to Early Help.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

## **Contacting Parents**

We have contact plans for all children at SPJS who are not attending school. We have all pupils RAG rated according to their need. Red - child is on a CP/CIN plan Amber - Vulnerable but not on a plan Green - no concerns.

We will call home when:

- 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

Each child will be called by a teacher/teaching assistant/member of staff who knows the family or DSL whilst they are working at home.

Vulnerable children (RED rag rating) - weekly phone calls home

Amber - fortnightly

Green - fortnightly calls/every three weeks.

Staff have the option from coming into school to make the phone calls, use a school mobile or phone from their personal phone. If calling from a personal phone, staff should block their ID from settings or dial 141 before calling. Doorstep visits would not usually be made unless significant safeguarding concerns.

We have agreed these plans with children's social care where relevant, and will review them when staff are having to be in school to teach pupils.

If we can't make contact, we will email the parent and request that they call to make contact with us. Then if still no contact, we will make a referral to Children's First Contact Service.

## **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.

For children at home, they 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 phone calls

Children are likely to be spending more time online during this period - see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

## **Online safety**

### **In school**

We will continue to have appropriate filtering and monitoring systems in place in school. Cygnet is still our support for IT and they are continuing to work from home.

### **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

All staff at SPJS are not completing video lessons in line with Government, safeguarding and Union advice.

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. This will all be on our school website.

### **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

## **Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. ELSAs will call the children that they currently work with.

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.

## **Staff recruitment, training and induction**

### **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.

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.

### **Staff 'on loan' from other schools**

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.

### **Safeguarding induction and training**

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

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

### **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.
- Everyone working or volunteering in our school each day, including staff 'on loan'
- We will continue to get staff to sign in and out each day. Staff numbers will be submitted daily to the DfE along with pupil registers.

- › Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## **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.

## **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 month by Amanda Lamy (DSL) At every review, it will be approved by the Chair of Governors/Safeguarding Governor and circulated to the FGB and approved via email.

## **Links with other policies**

This policy links to the following policies and procedures:

- › Child protection policy
- › Staff code of Conduct/Routine Procedures
- › IT acceptable use policy
- › Health and safety policy
- › Online safety policy
- › Whistleblowing policy
- › Behaviour Policy