Copthill School
Child Protection & Safeguarding:
COVID-19 Addendum 2020

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Helen Schofield	07527 859853 helen.schofield@copthill.com
Deputy DSLs	Tamsin Fleming (EYFS) Rachel York-Forward	07817 743409 tamsin.fleming@copthill.com 07702 004923 rachel.york-forward@copthill.com
Safeguarding Director	Jonathan Teesdale	01780 765465 jonathan.teesdale@copthill.com

ROLE	NAME	CONTACT DETAILS
Advisory Panel Member	Julia Harbage	07866 577127
Local Authority Designated Officer (LADO)	Jemma Parkinson Rachel Powis	01522 554674 LADO@lincolnshire.gcsx.gov.uk OR https://www.lincolnshire.gov.uk/lscb/the-lscb/contact-us/124619.article

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19.

It sets out changes to our normal Child Protection & Safeguarding 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 & Safeguarding 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 must still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education 2020.

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 is 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. An editable template of our 'Safeguarding Record of Concern' booklet is now available via Staffnet and Google Drive.

4. DSL and Deputy DSL arrangements

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

If our DSL or a deputy can't be in school, they can be contacted remotely via the contact details listed in the table.

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

Should the occasion arise that there is no DSL or a deputy available, then the Safeguarding Director will take responsibility for coordinating safeguarding. This is Jonathan Teesdale who can be contacted via the details listed in the table above.

The Safeguarding Director will be responsible for liaising with the off-site DSL or deputies.

The contact details of the member of our Advisory Panel responsible for safeguarding are also listed.

We will keep all school staff and volunteers informed via email regarding the availability of the DSL or a deputy and how to contact them.

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 regarding 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 by telephone.

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

We will continue to ensure we have up-to-date emergency contact details and additional contact details.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education 2020 when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately as detailed in our Child Protection & Safeguarding Policy.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of <mark>Keeping Children Safe in Education 2020</mark>.

Staff should continue to act on any concerns they have immediately as detailed in our Child Protection & Safeguarding 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 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 about whom we have safeguarding concerns. For example, this might include children who have previously had a social worker or who don't meet the threshold for a referral but where staff have raised concerns. We will work with parents to do this.

If these children will not be attending school, we will make regular contact, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We will make contact plans for children with a social worker and children about whom we have safeguarding concerns for circumstances when:

> they won't be attending school - for example when the school, parent and/or 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 isolate.

These plans set out:

> how often the school will make contact;

> which staff member(s) will make contact;

> how they will make contact.

If we can't make contact, we will seek advice from children's social care or the police.

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.

Mr Simon Teesdale is available for IT support in school. Mr Tom Smith is also via email – tom.smith@copthill.com

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing:

> Child Protection & Safeguarding Policy;

> E-Safety Policy;

> Inappropriate Activity Procedure;

> Staff Code of Conduct.

The following rules for sharing images and videos have been shared with staff and parents:

> Computers used should be in appropriate areas, for example, not in bedrooms and, where possible, be against a neutral background.

> Staff and children must wear suitable clothing (for example, not nightwear or swimwear), as should anyone else in the household.

> Live meetings will be kept to a reasonable length of time, so that the streaming does not prevent your family getting on with your day.

> The live meetings will be recorded and backed up.

> Children will be expected to behave as they would in a classroom with the teacher.

> Language must be professional and appropriate, including that of any family members in the background.

> If Zoom is used to deliver 1:1 tuition, a parent must be present with their child.

> It is illegal to share images of people without their consent.

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.

11.3 Working with parents

We will make sure parents:

> 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;

> know where else they can go for support to keep their children safe online.

This information will be communicated through resources shared in the Parental Information Folder on the Home Learning Page of the Pupil Hub and through letters sent via SchoolsBuddy.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Form Teachers and Y5/Y6 Tutors will make regular contact with children and parents.

We will also signpost children, parents and staff to other resources to support good mental health at this time. For example, resources and information are provided in the Parental Information Folder on the Home Learning Page of the Pupil Hub.

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, training and induction

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 2020.

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 2020.

13.3 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 Child Protection & Safeguarding Policy and this addendum;

> Keeping Children Safe in Education 2020 part 1

13.4 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.

14. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated.

15. Links with other policies

This policy links to the following policies and procedures:

> Child Protection & Safeguarding Policy;

> E-Safety Policy;

> Inappropriate Activity Procedure;

> Staff Code of Conduct;

> Remote Education Policy;

> Whistleblowing Policy.