

Child protection and safeguarding: COVID-19 addendum

Eaton Primary School

Approved by:

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Kate Estlea	deputy@eaton.norfolk.sch.uk 01603 502454
Deputy DSLs	Louise Goodson	senco@eaton.norfolk.sch.uk 01603 502454
	Gemma Leggett	g.leggett@eaton.norfolk.sch.uk 01603 502454
	Louise Willimott	l.willimott@eaton.norfolk.sch.uk 01603 502454
Designated member of senior leadership team if DSL (and deputy) can't be on site	Allan Lowe - Headteacher	head@eaton.norfolk.sch.uk 01603 502454
Local authority designated officer (LADO)		LADO@norfolk.gov.uk .
Chair of governors	Lynsey Holzer	ceo@evolutionacademytrust.co.uk

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 local safeguarding partners. Every Local Authority in the country has a Multi-Agency Safeguarding Agreement ([MASA](#)) in partnership with the Police and Health. In Norfolk, the Norfolk Safeguarding Children Partnership (NSCP) is led by the 3 statutory partners who work together with other local agencies including the voluntary sector to make sure that children are protected from harm and that their welfare is promoted.

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means 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 identified as otherwise vulnerable by our school or LA, for example those who are:
 - On the edge of receiving support from children's social care services or in the process of being referred
 - Adopted or on a special guardianship order
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Care leavers
 - Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
 - Need to attend to receive support or manage risks to their mental health, at the school's discretion.

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should 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 must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

If staff are working remotely, they should report concerns in the following way:

- Complete a CPOMS incident report **and** make a phone-call to a DSL to inform them that they have added an incident
- If staff cannot access the usual recording system (CPOMS) they should phone one of the DSLs or the Headteacher to report their concerns. If they are unable to contact any of these key people and there is a risk of immediate serious harm to a child, a referral should be made to Norfolk CADS immediately. Anybody can make a referral in these circumstances.

If staff are working on site, they should report concerns in the following way:

- Log concern on CPOMS as **New Incident**
- Verbally alert DSL or Deputy DSL as soon as this is entered onto CPOMS

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 one of our deputy DSLs on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputies) can't be on site, they can be contacted remotely by telephone.

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

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the Head Teacher, Allan Lowe. You can contact them by telephone.

The senior leader will be responsible for liaising with the off-site DSL (or deputies) to make sure they (the senior leader) can:

- 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

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

The following guidance is currently in place:

6. Monitoring attendance

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During the national lockdown, only vulnerable children and children of critical workers will attend school in person. 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 telephoning in the first instance. If no response, a message will be left and sent by text requesting parents to contact school immediately.
- Notify their social worker, where they have one
- The local authority Attendance Team will also be informed weekly, via AnyComms of any absence.

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.

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, supply teacher 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/supply teachers/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 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 the child is at home.

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week
- 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 frequently we will monitor remote learning engagement and follow-up with a phone-call

We have agreed these plans with children's social care where relevant, and will review them every fortnight.

If we can't make contact, we will contact the child(s) social worker in the first instance. If no contact is made, we will contact children's social care (CADS).

10. Safeguarding all children

10.1 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. They will act on concerns immediately in line with the procedures set out in section 3 above.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number. They will also hold a video conference weekly with all of their class, in a group.

Staff will look out for signs like:

- Not completing assigned work or logging on to school systems (Seesaw)
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

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 gain support from our multi-academy trust.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing 'Acceptable Use Policy' and 'Code of Conduct' (staff handbook).

We will follow the 'Guidance for Safeguarding pupils and teachers during Online Learning – January 2021'.

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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

This information will be shared with parents in our 'Safeguarding Information and Guidance for Parents January 2021' document.

12. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact the class teacher or a member of SLT. The school will make sure pupils, parents and carers are aware of this.

12.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have 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 welfare team continue to work on site and remotely and can provide pupil support. They are also able to sign-post parents to other resources and agencies who may also be able to offer support.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This included face-to-face sessions for those children in school, phone-calls and/or video meets for those children at home.

We will also signpost all pupils, 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.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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 183-188 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.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum every half-term by Kate Estlea, DSL. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child Protection Policy
- Staff Code of Conduct/Handbook
- IT Acceptable Use Policy
- Health and Safety Policy
- Online Safety Policy
- Whistleblowing Policy
- Behaviour and Anti-Bullying Policy
- Guidance to Safer Working Practices