Child protection and safeguarding: COVID-19 addendum

Committee with oversight for this policy – FGB	
Policy to be approved by the FGB	
Policy last reviewed by the FGB	18/06/2021
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Policy / Document due for review	June 2022

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Naomi Dowd	School: 020 8997 0619 ndowd.307@lgflmail.org
Deputy DSL	Audrey Daley	School: 020 8997 0619 Email:adaley@perivale.ealing.sch.uk
Designated member of senior leadership team if DSL (and deputy) are not on site	Amanda Deery	School: 020 8997 0619 Email: adeery.307@lgflmail.org
Headteacher	Audrey Daley	
Local authority designated officer (LADO)	The LADO for Ealing is: Paul Andrews	asv@ealing.gov.uk / child.protection@ealing.cjsm.net 020 8825 8930
Chair of governors	Chris Green	

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our local authority (LA) London Borough of Ealing.

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.

In this addendum, where we refer to vulnerable children, this means those who:

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 at school and those at home.

Staff will complete a green Safeguarding Issue Log and bring it to the DSL or Deputy DSL as soon as possible. If the DSL or Deputy DSL are not in school they must pass it to another member of the safeguarding team. If they feel the child is in danger they must report their concern immediately.

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 possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

[If our DSL (or deputy) can't be in school, they can be contacted remotely by either their school mobile or by contacting the school office who will connect 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 Amanda Deery (AHT). You can contact them by [insert contact details].

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Amanda Deery . You can contact her by calling her internal extension number: 106 or by calling the school office to be connected.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) 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 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

The following guidance is currently in place- see link

[DSL Guidance for pupils returning to primary school](#)

> Below is an overview of the advice, guidance, and support available   if there is a safeguarding concern when pupils return to school.

> With pupils returning to school you may see an increase in the number of safeguarding disclosures or concerns. Some family situations may have changed dramatically over the past few months and you may think a pupil has become 'newly' vulnerable. The referral procedure HAS NOT changed, and you should still go via ECIRS. However, for those cases where there is uncertainty, you want to talk through an incident, or you need guidance or advice please use the information below to guide and support your next steps. You may find it helpful to look at the Threshold of Need and Assessment Protocol document in order to support decision making and referral routes.

> https://search3.openobjects.com/mediamanager/ealing/directory/files/ealing_thresholds_of_need_an d_assessments_protocols_1.pdf

STAFF
• Hears or sees something that doesn't feel right • Hears or sees something you think is a safeguarding concern • Receives a disclosure about an incident that has happened during lockdown
ACTION: Raise the concern with your DSL or Deputy DSL

DSL
• Refer to the toolkit, FAQ and/or safeguarding process document • Decide from the list of service providers below who is best to speak to for further advice, guidance, support or action
ACTION: Consider whether you need advice or to discuss a case, or whether you need to make a referral.

ACTION
• To **discuss 'what next'** or reflect on an incident go to a **Child Protection Adviser** using the CP duty desk number • To **make a referral** or to see if this incident has been referred previously go to **ECIRS** • To **discuss a child you think may be missing**, has not returned to school or you are unable to contact go to the **CME team** • To **discuss a possible case of exploitation**, go to the **Contextual Safeguarding team** • To **discuss a concern about online radicalisation** go to the **Prevent team**

Ealing
www.ealing.gov.uk

ELP
Ealing Learning Partnership

Services you can go to for advice, guidance and support:

Service/Officer	Email	Telephone
Child protection duty desk (for CP Adviser advice)		020 8825 8930
Contextual Safeguarding lead, Christina Evers	EversC@ealing.gov.uk	020 8825 5951
Ealing's LADO, Paul Andrews	asv@ealing.gov.uk	020 8825 8930
Ealing Children's Integrated Response Service (ECIRS)	ecirs@ealing.gov.uk	020 8825 8000
Prevent team, Nazia Matin	matinn@ealing.gov.uk	020 8825 8895
CME and school attendance service	cme@ealing.gov.uk	020 8825 5040
Early Help Assessment and Plan (EHAP) service	EHAP@ealing.gov.uk	020 8825 5588

6. Monitoring attendance

We will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is

absent for a necessary religious observanceWhere 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 calling home (attendance officer or admin)
> Notify their social worker, where they have one

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. This information will be collected by the school admin team prior to the child's return to school.

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.

Staff should report concerns to a member of SLT. Investigations will be carried out through socially distanced meetings with those concerned. The updated COVID 19 school behaviour policy will be followed in conjunction with the school behaviour policy, should further action be required.

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/volunteers working on site or remotely.

The contact details of the LADO for Ealing are listed above. Alternatively staff can contact the DSL or deputy with any concerns about staff. If the DSL or deputy are not onsite they can be contacted by phone. Investigations will be carried out through phone calls or distanced meetings. Procedures for investigating concerns will otherwise be followed as usual.

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
> Specific concerns which staff may need to be aware of

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

If we can't make contact, we will contact social workers, ECIRS, the local authority Attendance and CME team, 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.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

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 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.

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 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 contact our IT support provider- Beebug at www.beebug.co.uk who can assist remotely where necessary.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Safeguarding Code of Conduct which has been updated to incorporate COVID 19 arrangements.

Staff are contactable by parents and children via generic year group email accounts and can respond directly to parents and children via this medium. Staff and parents have been issued with guidelines about how to do this safely with reference to the usual safeguarding guidelines regarding contact with children and families.

Staff, parents and children will follow guidelines set out in our Acceptable Use Policy. Staff will also adhere to our Online Safety Policy and Coronavirus Addendum, and the LGFL guidelines on remote learning.

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

We will do this through the use of the school website COVID 19 Support for parents area, which has a range of guidance including safeguarding and online safety; regular updates and workshops for further advice ;links to our COVID 19 addendums on Child Protection and Safeguarding, and Online Safety; contact details for requesting support from our Parent Support Advisor or other staff; the use of government approved online learning sites; weekly staff message to parents guiding them through the online learning for the week; staff following online safety policy when setting home learning.

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.

The school will follow the ELP 'Recovery Curriculum' which focuses on mental health and well-being for the transition period as children return to school. The school counselling service is providing a bank of videos and lessons which teachers can share with children, and have trained all staff on understanding and managing anxiety and bereavement. The school counsellor will be available onsite to provide support to children directly in 'the Space'.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Families have access to the school counselling service. Counselling is offered over the phone or Zoom.

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 recruitment

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.

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 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.

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 the LA or Department for Education is updated, and as a minimum every 3-4 weeks] by Naomi Dowd. 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 and Safeguarding policy
> Staff code of conduct]
> IT acceptable use policy

> Health and safety policy
> Online safety policy
> Whistle-blowing Policy
> Friendship and Anti-Bullying Policy