

# Child Protection & Safeguarding Policy – Covid 19 Addendum

**Article 19:** *You have the right to be protected from being hurt and mistreated, in body or mind.*

**Article 33:** *You have the right to protection from harmful drugs and from the drug trade.*

**Article 34:** *You have the right to be free from sexual abuse.*

**Article 39:** *You have the right to help if you've been hurt, neglected or badly treated*



**Grange  
Academy**

*Belong • Believe • Achieve*

Reviewer: Designated Safeguarding Lead (Charlotte Thomas)

Approved: September 2020 (Local Advisory Board)

Reviewed: December 2020

Due for review: March 2021

## Named Staff and Contacts

### Key Personnel – September 2020

**The Designated Safeguarding Lead (DSL) is:** Charlotte Thomas

Contact details: email: [charlotte.thomas@bilft.org](mailto:charlotte.thomas@bilft.org) Telephone: 01234 407100

**Deputy DSL is: Angela Morris**

Contact details: email: [angela.morris@bilft.org](mailto:angela.morris@bilft.org) Telephone: 01234 407100

**The nominated child protection LAB member is: Gill Lake**

Contact details: 07930 826474

**The Head of School is:** Catherine Assink

Contact details: email: [catherine.assink@bilft.org](mailto:catherine.assink@bilft.org) Telephone :01234 407100

Other Useful Contacts:

**Head of Service Safeguarding Children and Young People Bedford:** Dawn Andrews (01234 310105)

**Safeguarding Board/Training Board:** Bedford Borough Safeguarding Children's Board,  
[LSCB@bedford.gov.uk](mailto:LSCB@bedford.gov.uk)

**LADO:** 01234 276693

**NSPCC:** 0800 028 0285

**Child Line:** 0800 1111

## Scope and definitions

This addendum applies during the period of school being non-operational due to COVID-19, and reflects updated advice from our 3 local safeguarding partners and local authority (LA) Bedford Borough Council.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance and should be read in conjunction with that policy.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#safeguarding>

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
- Who 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](#).

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.

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 DDSL 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 will be working from home during this period, they can be contacted remotely by calling their mobile number on 07761 984231.

As a school we will ensure that DSLs (and deputy), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or Deputy on site, the Head of School or a Senior Leader will take responsibility for co-ordinating safeguarding. This will be the identified SLT member on site that day. You can contact them by calling their mobile number or emailing them.

The Head of School or 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

## **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

## **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 or carers,
- 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.

## **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 2020.

Staff should continue to act on any concerns they have immediately.

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 are not '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. These children might be, for example, children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns.

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

## **Safeguarding for children not attending school**

### **Contact support plans:**

We have contact support plans for children with a social worker and 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

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- Access to learning arrangements
- Further actions to keep the child safe

We have agreed these plans with children's social care where relevant, and will review them as and when Government advice changes. If we can't make contact within 2 weeks, we will contact children's social care or the police.

## **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).

## **Online safety**

### **In school:**

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

### **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.

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.

## **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.

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 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.

### **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 & Safeguarding 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 & Safeguarding Policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

## **Keeping records of who is 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 the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## **Monitoring arrangements**

This policy will be reviewed if guidance from the 3 local safeguarding partners, the LA or DfE is updated, and, as a minimum, every 4 weeks by the Designated Safeguarding Lead. At every review, it will be approved by the full governing board.

## **Links with other policies**

This policy links to the following policies and procedures:

- Child Protection & Safeguarding Policy
- Code of Conduct Policy
- IT Acceptable Use Policy
- Health and Safety Policy
- Online Safety Policy