

Child protection and safeguarding: COVID-19 addendum – June 2020 WILBRAHAM PRIMARY SCHOOL



Contents

Important contacts	3
1. Scope and definitions	4
2. Core safeguarding principles	4
3. Reporting concerns.....	5
4. DSL (and deputy) arrangements	5
5. Working with other agencies	6
6. Attendance and attendance monitoring.....	6
7. Peer-on-peer abuse.....	7
8. Concerns about a staff member or volunteer	7
9. Support for children who aren't 'vulnerable' but where we have concerns	7
10. Safeguarding for children not attending school	8
11. Online safety and security	9
12. Mental health	10
13. Staff recruitment, training and induction	11
14. Children attending other settings (if applicable)	Error! Bookmark not defined.
15. Monitoring arrangements.....	12
16. Links with other policies.....	12

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Steve Wheeldon	0161 2243900 07933042994 s.wheeldon@wilbrahamprimary.com
Deputy DSL	Sarah Ikin	0161 2243900 07933042994 s.ikin@wilbrahamprimary.com
Deputy DSL	Carrie Godwin	0161 2243900 07716879730 c.godwin@wilbrahamprimary.com
Deputy DSL	Ann-Marie Nelson	0161 2243900 07716879729 a.nelson@wilbrahamprimary.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Jacqui Morrison Ian Hutchinson Kylie Toft	0161 2243900 07933042994 j.morrison@wilbrahamprimary.com i.hutchinson@wilbrahamprimary.com k.toft@wilbrahamprimary.com
Designated teacher for cared for and previously cared for children	Sarah Ikin	0161 2243900 07933042994 s.ikin@wilbrahamprimary.com
Principal	Steve Wheeldon	0161 2243900 07933042994 s.wheeldon@wilbrahamprimary.com

ROLE	NAME	CONTACT DETAILS
Trust CEO for reporting concerns relating to the principal	Kevin Simpson	ceo@aet.cheshire.sch.uk
Deputy Trust CEO for reporting concerns relating to the principal in the CEO's absence	Helen Scott	hscott@aet.cheshire.sch.uk
Local authority designated officer (LADO)	MCC Designated Officer	quality.assurance@manchester.gov.uk 0161 234 1214
Safeguarding Trustee	Chris Dean	cdean@aet.cheshire.sch.uk
Chair of LAC	Steven Boyd	s.boyd@wilbrahamprimary.com chairofgovernors@wilbrahamprimary.com
Manchester Safeguarding Partnership		Manchestersafeguardingpartnership.co.uk

1. Scope and definitions

This addendum applies during the phased reopening of school following closure due to COVID-19 and reflects updated advice from our 3 local safeguarding partners and reflects updated advice from our 3 local safeguarding partners **Manchester Safeguarding Partnership** and local authority (LA) **Manchester**

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, actions for education and childcare settings to prepare for wider opening from 1 June 2020](#) and [implementing protective measures in education and childcare settings](#) and should be read in conjunction with this guidance.

The information in this addendum is under constant review and it will be updated to reflect changes to government guidance as it is released.

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

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 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, regardless of whether that child is in school or at home.

- **Staff will continue to record all concerns via CPOMS**
- **CPOMS is checked on a daily basis by the safeguarding team both onsite and offsite**
- **All staff have the school mobile number to ring any immediate concerns through the DSL**

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: 07933042994, 07716879730 or 07716879729

We will keep all school staff and volunteers informed by **email and Google Shared Drive** as to who will be the DSL (or deputy) on any given day, and how to contact them. Every day during the phased return of children the DSL or deputy DSL's will be at school.

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

We are aware that there may be additional concerns for the DSL and deputy DSLs to deal with as more children return to school. We have therefore put the following measures in place to provide more time to support their potentially increased workload. DSL and deputy DSL's will continue to have weekly safeguarding meeting and to share the increased caseloads fairly. The DSL and deputy DSL's will not be directly working with specific bubbles of children as they will need to be on call throughout the day.

During the phased return to school period, the DSL and their deputies are additionally responsible for:

- Amending this addendum in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Keeping up-to-date with the local safeguarding partners' information and implementing their updates and guidance.
- Continue to engage with social workers and attend multi-agency meeting, which can be done remotely.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.
- Ensuring if school's pupils are attending another school (as part of the hub approach) they communicate the pupil's required support and additional needs with the other school's DSL.
- Working with the Virtual School Headteacher and wider LA to protect vulnerable children.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Sharing their contact information with the school community.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.

- Providing pupils with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.
- Ensuring any pupil who is not formally considered as vulnerable, but who may still be vulnerable, has access to school where required.
- Ensuring any decisions relating to school attendance of a vulnerable child is based on an assessment of risk, particularly if school is not able to offer full-time attendance to all returning pupils. Ensuring risk assessments are placed on the child's safeguarding file.
- Providing all volunteers and volunteer staff with copies of this policy.
- Ensuring this revised policy continues to be publicly available.
- Adhering to AET safer recruitment policy and procedures, including carrying out risk assessments on new volunteers.
- Seeking written assurances from employers of volunteer staff, to ensure they have up-to-date safeguarding training and are safe to work with children.
- Sharing their time and resources with other schools, where necessary.
- Reporting back to the Trust Safeguarding lead, Board of Trustees and LAC on all safeguarding concerns experienced during the school closure.
- Continue to report safeguarding to the trustees using the trust's Annual Safeguarding Data Return.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be **Jacqui Morrison (Assistant Principal), Ian Hutchinson (Assistant Principal) and Kylie Toft (Behaviour Lead)**. You can contact them by **email or phone numbers as listed in the Important Contacts Section**

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 headteacher 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 about reporting mechanisms, referral thresholds and children in need

The following guidance is currently in place:

- › All meetings during this period have taken place via phone calls and where possible video calls
- › LAC children – we record at least twice weekly contact for each child on COVID-19 section of their PEP

6. Attendance and attendance monitoring

There is an expectation that vulnerable children who have a social worker, children with Education, Health and Care plans, children who have a parent who is identified as a critical worker and, over time, specific year groups will be encouraged to attend school, where it is appropriate for them; that is where there are no shielding concerns for the child or their household e.g. they are self-isolating or are clinically vulnerable.

Where a parent chooses not to send their child to school we will ascertain the reason for this and will ensure it is recorded; following this up, over time, as necessary.

Where a child has been in school but has stopped attending and the parent has not notified us, checks will be carried out in line the school attendance policy.

Where a vulnerable child does not attend/stops attending, we will notify the relevant professionals including Social Workers and Family Support Workers; liaising with practitioners and the family to remove any barriers. A record of these discussions and outcomes will be recorded on the child's safeguarding file. School will maintain contact with the child to ensure their continued well-being.

In line with updated guidance, we will resume daily recording of attendance and will continue to submit daily attendance information to the DfE. This will be submitted either by SLT or the office staff on duty that morning

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 and perpetrators of peer-on-peer abuse.

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

Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or Children's Social Care Services where required.

Information is on our school website for the children to contact agencies such as Childline, NSPCC and Children's services. Class teachers will also send out information via Google Classroom

8. 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. Concerns relating to a member of staff or volunteer should be referred directly to the principal. Concerns relating to the principal should be referred directly to the trust's CEO or deputy CEO in their absence.

The trust's HR Manager will support investigations which will be carried out using online or telephone communication.

We will consult with the trust's HR Manager who will 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 consult with the trust's HR Manager who will 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 are not in school and 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 may include:

- **Children who have previously had a social worker**
- **Where an EHA is in place but does not involve a social worker**
- **Children who we have referred to social care that have not met the threshold**
- **Children pending an EHCP application outcome**

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

The school is committed to ensuring the safety and well-being of all its children; including those children who are not attending school.

We have contact 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
- How we will record all contact made on the child's electronic safeguarding file.

We have agreed these plans with children's social care where relevant and will **review them every 2 weeks** if we can't make contact, we will contact **children's social care and if necessary the police**

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

We are committed to ensuring the safety and wellbeing of all children when in school. We will continue to be a safe space for all children to attend. The principal will ensure appropriate staff are on site and staff pupil ratios are appropriate to maximise safety.

School will refer to the Government guidance for education on how to implement social distancing and continue to follow advice from Public health England on handwashing and other measures to limit the risk of spread of COVID 19.

Where the school has concerns about the impact of staff absence – such as the DSL or first aiders – they will discuss it immediately with their trust hub leader.

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).

We recognise that children may present differently when they return to school than they did prior to the lock-down; this does not mean that they have been in abusive situations; however, staff will be alert to the signs of abuse and will take appropriate action should they become aware of it. Staff and volunteers will be alert to new safeguarding concerns about individual children and in relation to children where there have never been concerns raised previously.

The DSL will ensure every pupil has been given information on how they can talk to them about any safeguarding concern they may have. Home visits have been completed within a safe distance, phone calls are to be made weekly to our vulnerable children. Information is also on the website and active case children have been given the contact details of the caseworker(s)

We have the following in place to ensure that all children have someone to talk to about their experiences of lockdown:

- the children will be with consistent adults when they return to school
- SLT and DSL's will be available in school every day
- Our play therapist and counsellor will be available for phone consultations as needed

Where a member of staff is teaching children, who they do not normally come into contact with, the following is in place to ensure they are familiar with any safeguarding concerns relating to those children

- Anything the staff within a bubble need to know will be shared prior to the children returning to school or as situations develop Yes
- Staff will continue to follow safeguarding procedures and CPOMS's their concerns Yes

We will ask parents and carers to advise school of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns. Information received will be recorded on the child's safeguarding file.

Pupils are provided with online safety information by their teacher. Safety information will go out via Google Classroom each week and teachers will monitor the content and where necessary report incidents via CPOMS All online safety information will also be available via the school website.

Pupils will be directed to practical online support, such a ChildLine, where they feel unsafe and require support outside of school.

Parents are provided with the contact details of the DSL, so they can report any concerns they have. This information is on the safeguarding information on the website along with links to the parent's protect website.

The school will regularly share safeguarding messages on its website and alert parents to this information.

11. Online safety and security

11.1 In school

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

Any online queries which require the ICT technician will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum. If IT staff are unavailable, our contingency plan is to seek IT support from other schools within the multi-academy trust.

All online programmes and platforms used will be checked by the school's DSL and trust DPO to ensure they are reputable, safe for children to use and GDPR compliant.

There is no expectation that teachers should live stream or provide pre-recorded videos. However, should this be deemed appropriate the school will follow the trust guidance on providing a safe video conferencing environment.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing AET Staff Code of Conduct and AET Technology acceptable use agreement. School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff who interact with children online will look out for signs a child may be at risk. Any concerns that are reported or observed will be reported immediately to the DSL as per the school's Child Protection and Safeguarding Policy.

The trust and school will consult the DfE guidance on providing education remotely. The trust's remote learning strategy will be developed in accordance with this guidance. School will follow the trust guidance to develop the school's agreed approach to online learning. The DSL will ensure all staff responsible for remote learning are aware of and follow the trust and school's agreed approach to online learning.

- Ensure the resources are accessible for the children to use – we are offering paper alternatives to families as they share they need these
- Tasks and activities will be posted both in the Google Classroom and on the website. Staff will post 1 maths, 1 English and 1 other subject per day – so children and families know what to expect.
- Give the children the time they need to complete any tasks set – recognising that they may not have access to devices all of the time
- Staff to ensure that activities are inclusive. Where children need bespoke packages of support these have been provided by the Inclusion Lead and SEN team in hard copies, resource packages and via the SEN online learning pages on the website

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. We have ensured that the children are given the required information via Google Classroom and links on our website

Parents are given a list of all websites their child will be accessing and any information of online sessions with staff their child will be participating in during partial school closure. School will make parents aware of sources of support and advice around internet safety for children.

11.3 Working with parents and carers

Through our regular communications with parents and carers and our website 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 and face-to-face teaching and resources our school provides
- Know where else they can go for support to keep their children safe online - links to parent's protect website including CEOP on our website

12. Mental health

We recognise negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. As we have children of critical workers and vulnerable children

on site, and/or more children returning to school, we will continue to offer our current support for pupil mental health for all pupils. For children returning to school we have a Mental Health First Aider Youth Instructor on site as well as support remotely via our play therapist and counsellor. Bubbles will also focus on PSHE and well being as part of their daily learning. We will continue to develop the links for children to access that are directed at supporting them via the school website and Google Classrooms

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. Manchester Healthy Schools has a link for children, parents and staff. There is a specific area on the school website that parents have been alerted to that will be added to over the coming weeks with resources and signposting.

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 AET Safer Recruitment, DBS and Single Central Record policies, 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 complete the AET Volunteer 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.

All safer recruitment checks must be recorded on the school's AET SCR spreadsheet and the most up-to-date spreadsheet saved to the Access Collaborate site named The Aspire Educational Trust Single Central Record.

13.2 Safeguarding induction and training

Prior to returning to work, arrangements have been made to refresh staff knowledge around safeguarding and the procedures they need to follow if they are worried about a child. All staff will refresh their Level 1 safeguarding via a presentation online, have completed ACE and Prevent training online and will have read the Addendum before returning to work with their bubbles. 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 using the AET Induction Checklist
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

13.3 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. We will continue to use the staff signing in and out electronic system that is already in place to monitor staff and volunteers who have been on site.

14. Radicalisation and extremism

We are aware that the impact of COVID-19 on communities may give individuals and extremist organisations opportunities to promote hateful or harmful narratives. This may present in the form of graffiti, leafleting and stickering that is of an extremist nature. As a school we will consider the impact this material may have and encourage pupils to share any concerns if they feel worried, upset or anxious. During Lockdown all staff have completed refresher PREVENT training

The school will report any concerns and take advice from:

Prevent Referrals: Will continue to be made through the DSL or deputy DSL as required. We will take advice via MASH and the Prevent Team in Manchester.

16. Monitoring arrangements

This MAT overarching policy addendum will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks by the Trust's Safeguarding Lead. At every review, it will be approved by the Board of Trustees using Compliance Manager. Once the overarching policy is approved each school will be responsible for ensuring it is localised to reflect their setting's procedures.

16. Links with other policies

This policy links to the following MAT, MAT localised and local policies and procedures:

- Safeguarding and child protection
- AET Staff code of conduct
- Allegations of abuse against staff
- Technology acceptable use agreement for staff and volunteers
- Data protection policy
- E-safety/Online safety
- Health and safety
- Uncollected children
- Single Central Record
- DBS
- Safer recruitment
- Whistleblowing
- First Aid
- Behaviour
- Anti-bullying